



Protective Services Committee

AGENDA

**Friday, March 19th, 2021
at 1:00 p.m.**

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Adoption of Minutes – [March 3, 2021](#)
5. [DZ Driver's Licenses](#)
6. [Municipal By-Law Enforcement](#)
7. Survey for Fire Hall
 - i. [Report](#)
 - ii. [Resolution from Fire Committee](#)
8. [Fire Committee](#)
9. Next Meeting
10. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY
PROTECTIVE SERVICES COMMITTEE
MINUTES

Wednesday, March 3, 2021

At 7:00 p.m.

Chair Mike Quilty and Committee Member Robert Dick were present.

Also in attendance were Fire Committee Members Nathan Harris, Harry Stuart, Daryl Thom, Ken Keill, Councillors Bob Hall, Clerk/Treasurer Allison Vereyken.

1. Chair Mike Quilty called the meeting to order at 7:00 p.m.
2. Declaration of Pecuniary Interest – none
3. The minutes of the December 10th, 2020 meeting were reviewed and the following resolution was passed:

Moved by Robert Dick, seconded by Mike Quilty

Be it resolved that the Protective Services Committee approve the minutes of the meeting held on December 10th, 2020.

“Carried”

4. The Clerk/Treasurer presented a Health and Safety/Due Diligence information session for the Fire Committee. The session provided information to the Fire Committee on the current status of the Fire Department, the plans to move forward and the legislative bodies that impose the requirements.

Upon consideration the Committee made the following recommendation to Council:

Moved by Robert Dick, seconded by Mike Quilty

WHEREAS the Clerk/Treasurer presented the legislative information to the Fire Committee in relation to Health and Safety and requirements of employees and employer:

NOW THEREFORE BE IT RESOLVED that the Township of Admaston/Bromley Protective Services Committee prepare a presentation to Council to discuss the next steps based on the outcome from the Meeting of March 3rd, 2021.

“Carried”

5. Next Meeting was noted to be at the call of the Chair.

6. Adjournment

Moved by Robert Dick, seconded by Mike Quilty

Be it resolved that the Protective Services Committee adjourn at 8:17 p.m.

“Carried”

Chair

Clerk

Township of Admaston/Bromley

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REPORT

Date: March 4, 2021
To: Protective Services Committee
From: Kevin Van Woezik and Bill McHale
Re: DZ Driver's License Requirements

Background:

The Fire Department has seen a decrease in the number of DZ licensed drivers over the past couple years with retirement of personnel. The Fire Department has hired some new members who seem likely to be around for some time to come. Many of the firefighters do not need the upgrade in licence for their everyday jobs, but is mandatory for them to get it for safety and insurance purposes while driving any of the fire pumpers and/or tankers.

The Ministry of Transportation is constantly changing the requirements for DZ and AZ testing and licensing making it more difficult for people to acquire a higher class of license.

Discussion:

There are a couple of options for to obtain a DZ license:

Option 1

The approximate cost for a G licensed driver to attend formal training which, is inclusive of four (4) days plus two (2) evenings of training to prepare them to obtain their DZ license. The costs are noted below:

4 Days x 8 hours @ \$23.07 (2021 Wage for Firefighter) = \$738.24 Wages
2 Evenings x 4 hours @ \$23.07 (2021 Wage for Firefighter) = \$184.56 Wages
Course Cost = \$2,600.00

Total Approximate Cost of \$3,522.80

The individual would leave the course with a DZ license.

Option 2

A two (2) day course could be attended that would result in the individual having a Z endorsement at the end but would still be required to take a drive test. This drive test would require the individual to use a fire apparatus to complete. The cost for this option is:

2 Days x 8 hours @ \$23.07 (2021 Wage for Firefighter) = \$369.12 Wages

Course Cost = \$370.00

Drive Test = \$36.00

Cost of DZ licensed driver to attend with individual = \$150.00 (Approximately)

Total Approximate Cost of \$925.12

The recommendation from the Fire Department is to allocate funds to have two (2) members attend this training each year to ensure that most if not all fire members are DZ Licensed. This would ensure that any member who is first to arrive to the hall is license, insured and able to roll the truck out to the call. The recommendation would be that Policy F-1 Part B be followed for the reimbursement requirements as noted below:

PART B - TRAINING AND DEVELOPMENT REQUIRING A LEAVE OF ABSENCE OF FIFTEEN WORKING DAYS OR LESS

1. Eligibility

(a) Reimbursement is available to any full-time or regular part-time employee in good standing.

(b) The resignation or discharge of an employee during the course of study automatically terminates the eligibility for benefits under this policy.

2. Conditions and Procedures

(a) The course must be job related and offered by a recognized institution.

(b) While on leave of absence, an employee will be eligible to receive full salary and all benefits.

(c) A completed Staff Training and Development form detailing the course must be approved by the employee's Department Head. If it is a Department Head seeking approval the form must be approved by the Mayor.

(d) Once considered by the Department Head one copy of the form will be retained by the Department Head who will inform the employee of the decision taken; a second copy will be submitted by the Department Head to the Clerk/Treasurer's Office.

3. Approval

(a) Departmental funds for staff training and development must be approved by Council at the beginning of each fiscal year.

(b) To be eligible for reimbursement, approval for specific courses must be granted by the Supervisor and the Council prior to enrollment.

(c) Each course must be approved individually.

4. Funding and Reimbursement

(a) Full registration and/or tuition fees may be reimbursed if, within sixty days of completion of the course the employee submits:

-evidence of his/her earning a passing grade for the course; and
-a valid receipt showing the registration and tuition fee paid at the time of enrollment.

(b) All costs for books, materials and equipment required for the course that are not included in the registration fee must be incurred by the employee.

(c) The request for payment should be completed by the employee's Supervisor for approval and forwarded along with the appropriate receipts and verifications as noted above to the Clerk/Treasurer's Office.

(d) Expenses such as transportation, per diem allowance, accommodation and registration and/or tuition fees shall be incurred by the Township as outlined in the Conference and Convention Policies.

(e) All records and commitment agreements will become part of the employee's personnel file and will be retained in the Clerk/Treasurer's Office.

(f) In the event that an employee vacates their position within twelve (12) months of having taken the training and/or courses with a cost in excess of five hundred dollars (\$500) the employee will reimburse the employer all amounts in excess of five hundred (\$500) dollars.

Financial Implications:

The Draft Budget would be required to include the costs of approximately \$7,000.

People Consulted:

Clerk/Treasurer

Recommendation for Council:

BE IT RESOLVED that the Protective Services Committee recommend to Council the inclusion of the \$2,000 funds in the 2021 budget to begin the process of all firefighters being trained to obtain a DZ license for liability, safety and assurance of a timely response by the Fire Department under Option 2 presented.

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REPORT

Date: March 19, 2021
To: Protective Services Committee
From: Allison Vereyken
Re: By-Law Enforcement Services

Background:

In early July 2020 the Township of Bonnechere Valley regrettably provided notice to the Township of the passing of their employee Mr. Steve Fiegen, By-Law Enforcement/Animal Control Officer. On September 8th, 2020 staff received the following notice from the Township of Bonnechere Valley:

“This email will serve as notice of our intention to terminate our agreement with you for the by-law enforcement and animal control services. Should you wish to continue receiving animal control services we are willing to offer a similar agreement for Animal Control only.”

The agreement entered into on December 5th, 2019 stated that either party may terminate the agreement with ninety (90) days' notice.

Staff is recommended to Council the continuation of Animal Control Services with the Township of Bonnechere Valley

Discussion:

Since September 2020 staff has been following up and responding to all By-Law related complaints. They have also been reaching out to the neighbouring Municipalities to determine if there is an option to acquire the services. The Local Efficiency Group is also looking into options to share services, which has provided a recommendation in the final document to acquire services with Municipal Law Enforcement Services (MLES) similar to that of all the other LEG members.

The Township would normally have 5-10 By-Law enforcement complaints each year. This takes substantial staff time to investigate, prepare correspondence and follow up with the complainant and the property owner. Staff is not trained in responding and laying charges to the various offences under the Provincial Offences Act.

The recommendation to staff is to hire MLES on an hourly rate for 2021 to determine our needs for this service and to reduce staff involvement in these matters.

Financial Implications:

The 2021 Budget has \$2,000 budgeted for By-law Enforcement as in previous years. This would result in approximately 57 hours of time from MLES.

Township staff are at a cost of approximately \$50 per hour to handle the By-Law complaints.

The proposal received from MLES is \$35 per hour to handle the By-Law complaints.

Recommendation for Committee:

WHEREAS the Clerk/Treasurer was to investigate alternative options for By-Law Enforcement Services;

NOW THEREFORE BE IT RESOLVED that the Protective Services Committee recommend to Council the hiring of Municipal Law Enforcement Services on an hourly basis for the 2021 year at a rate of \$35.00 per hour.

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REPORT

Date: March 19, 2021
To: Protective Services Committee
From: Allison Vereyken
Re: Douglas Fire Hall Expansion - Surveying

Background:

A timeline on the discussions and decisions for the potential closure of Hill Street is noted below for Council review:

May 21, 2015 – Council Resolution

Resolution No 20/05/15

Moved by: Robert Dick, seconded by Mike Quilty

Whereas the purchase of a new fire truck is proposed for 2019 according to the Township's Capital Plan;

And Whereas the current fire hall will no longer accommodate the height of the new style of fire trucks;

Now therefore be it resolved that Council approves the closure of the unopened portion of Hill Street adjacent to the Fire Hall between Queen Street and King Street to prepare for an expansion of the Fire Hall to accommodate a new truck purchase in 2019;

And Further that the closure of the unopened portion of Hill Street will be in accordance with By-Law 2012-51 a Policy and Procedural Guide for the Stopping Up, Closing and Sale of Municipal Road Allowances.

"Carried"

September 13, 2019 – Minutes from Operations Committee

The Committee reviewed the draft R-Plan of Hill Street required for the closure in order to expand the Fire Department property for future expansion and development of a new Fire Hall which may be required due to the size of the new trucks. The tandem truck purchase is currently scheduled on the Capital Plan for 2024 and the pumper truck is scheduled for 2030. The Committee directed staff to investigate the cost of adding Lot 130 as Part 2 on the Plan to register the boundaries of municipal property next to the Fire Hall and adjacent to Hill Street.

September 26, 2019 – Minutes from Operations Committee

At the September 13th 2019 meeting the Committee directed staff to investigate the cost of adding Lot 130 as Part 2 on the Plan to register the boundaries of municipal property next to the Fire Hall and adjacent to Hill Street. The Committee reviewed the property maps and a quote of \$2,000 to include Lots 130 and 131 and the following direction was given:

Moved by Michael Donohue Seconded by Bob Hall

Be it resolved that Operations Committee direct staff to defer completion of a survey of Lots 130 and 131 in the Hamlet of Douglas until 2020;

And further that staff contact the surveyor to confirm the cost estimate for 2020.

“Carried”

Discussion:

The Federal and Provincial government provided notification of ICIP – COVID-19 Resilience Infrastructure Stream funding that will be an application base. The Township of Admaston/Bromley is eligible to apply for funding up to \$100,000. The Township was determined to be a remote area and therefore, will have until December 31, 2022 to spend any monies provided for the project.

It is being recommended from staff to apply on behalf of the expansion of the fire hall, which is deemed to be an eligible expenditure under the stream. The fire hall expansion has been in discussion since May 2015. Staff was directed to defer the completion of the surveying required to proceed with the closure of Hill Street in Douglas in late 2019. The expansion will be required in the near future with the purchase of new fire trucks/apparatus that are larger in size than the current apparatus. The expansion would also provide for a space for the public works department to park the tractor required to complete snow removal of the sidewalks in the winter.

At the Protective Services Committee meeting on December 10th, 2020 the following resolution was passed:

Moved by: Michael Donohue, seconded by Robert Dick

BE IT RESOLVED that the Township of Admaston/Bromley Protective Services Committee recommend to Council the application to ICIP COVID-19 Resilience Infrastructure Stream for the re-development of the Douglas Fire Hall.

“Carried”

The Fire Committee has provided a motion to proceed with the surveying to determine lot lines as attached.

Financial Implications:

The financial implications for the expansion are unknown at this time, but the \$100,000 would allow for surveying, proposals/engineered drawings to be completed to prepare an RFP/Tender document to receive pricing to complete the expansion as required.

Recommendation for Committee:

WHEREAS the Township of Admaston/Bromley Operations Committee deferred the advancement of the surveying for lots 130 and 131;

NOW THEREFORE BE IT RESOLVED that the Protective Services Committee recommend that staff bring forth a report to Council to proceed with the surveying for lots 130 and 131.

Survey

DOUGLAS FIRE DEPARTMENT

MOTION

DATE March 10, 2021

MOVED BY: Nancy Stewart

SECONDED BY: Daryn Johnson

MOTION #: 3

Be it resolved: that the Douglas Fire Committee recommend to council of Admaston, Illinois that the survey of the Douglas Fire property be completed to determine lot lines for the upcoming expansion of the fire hall

R.D.

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REPORT

Date: March 19, 2021
To: Protective Services Committee
From: Allison Vereyken
Re: Fire Committee Structure

Background:

As Committee will recall at the Protective Services Meeting of December 10, 2020 staff presented the potential liability of the Fire Committee and the Protective Services Committee requested that the Power Point presented be presented to the Fire Committee at a meeting in January 2021.

Discussion:

Due to the lockdown that took effect on December 26, 2020 and lasted until February 10, 2021 staff did not have an opportunity to meet with the Fire Committee until March 3, 2021. At which time the Clerk/Treasurer presented to the Fire Committee a similar Power Point to that of which was presented to Protective Services Committee in December 2020. During the presentation the following was noted:

- There are no written terms of reference and/or roles and responsibilities for the Fire Committee.
- The Fire Committee is not interested in being liable and/or responsible for the health and safety or legislative requirements of the Fire Department.
- The Fire Committee is not aware of any Fire Policies and believes they fall under the Townships.
- The Fire Committee noted that their responsibilities are solely approving all financial vouchers/expenses, ensuring that all fire personnel have input into the budget and direction of the Fire Department, providing ideas to Council, provide recommendations and complete the interviewing process for new hires (Fire Chief) and ensuring that the Public has input into the Fire Department.
- The Fire Committee noted that they were in favour of a more streamlined process that would be cost effective for the Township.

The Protective Services have several options to discuss in relation to the current operational structure with the Fire Department and Fire Committee. The Pros, Cons and work to be completed are not necessarily inclusive of all items.

Option 1

Maintain Status Quo

PROS	CONS	WORK TO BE COMPLETED
<ul style="list-style-type: none"> (1) Direct Community input into the operations of the Fire Departments (2) Fire Committee is responsible for and ensures that all legislative requirements are being met by the Fire Department 	<ul style="list-style-type: none"> (1) Finance is being dually executed (approximate costs of \$10,000 per year) (2) WSIB Clearance Certificates are not being pulled prior to the works being completed to ensure the contractor is insured (3) Finance/HR items had been missed, example WSIB insurable amounts, Vacation Pay on wages, fire members paying for a portion of the life insurance (4) The Fire Committee will have liability and responsibility for the Fire Department as signing officers (5) Senior Department Heads do not meet as often as the Fire Chief does not report to Council (6) An additional Committee to have approval prior to moving forward to Council/delayed progress 	<ul style="list-style-type: none"> (1) Terms of Reference and/or roles and responsibilities to be established (2) Potential need for additional insurance on the Fire Committee members (additional costs) (3) Training will be required for the Fire Committee (4) Police Checks will be required for the Committee if they are approving payments/providing financial direction/signing authorities

Option 2

Remove the Fire Committee

PROS	CONS	WORK TO BE COMPLETED
<p>(1) Volunteer Members are not liable for the Fire Department and the legislative requirements that govern the fire service</p> <p>(2) Direct report to Council (Fire Chief)</p> <p>(3) Township Finance staff would be responsible for the financials with an estimated savings of \$10,000 each year</p> <p>(4) Part time Fire Chief would be in the office several times a week to work with other Department Heads directly to advance business in a more timely fashion</p> <p>(5) Township reduces the liability by hiring a part-time Fire Chief</p>	<p>(1) No direct input from the Community</p> <p>(2) Additional costs to hire a part-time Fire Chief to ensure that the legislative requirements are being completed and that there is sufficient paid time to complete these tasks (Example at 21 hours per week – approximately \$45,000 per year)</p>	<p>(1) Establish new/updated job description for the Fire Chief and Deputy Fire Chief</p> <p>(2) Potentially will require a part-time Fire Chief to administer and complete the legislative requirements that govern the fire service</p> <p>(3) Transition of the Fire Secretary to a part-time Fire Chief duties to be reassigned</p> <p>(4) Hiring of a Part-Time Fire Chief (as the current Chief has provided notice of retirement effective October 31, 2021)</p>

Option 3

Two (2) Community members are appointed as non-voting members to the Protective Services Committee

PROS	CONS	WORK TO BE COMPLETED
<p>(1) Direct input from the Community</p> <p>(2) Have specialized members from the Community who can provide valuable input</p> <p>(3) All the PROS similar to Option 2</p>	<p>(1) No Members of the Community would be interested</p> <p>(2) All the CONS similar to Option 2</p>	<p>(1) Establish Terms of Reference for the non-voting members</p> <p>(2) Complete a notice to appoint Board Members and interview/review process to appoint the appropriate members</p> <p>(3) All the WORKS TO BE COMPLETED similar to Option 2</p>

Financial Implications:

The financial implications for the options presented could vary from approximately \$10,000 per year to \$35,000 per year.

Recommendation for Committee:

WHEREAS the Clerk/Treasurer was requested to meet with the Fire Committee and it was determined that there are no written Terms of Reference for the Committee and/or Roles and Responsibilities;

NOW THEREFORE BE IT RESOLVED that the Protective Services Committee recommend Option ____ to Council.