

TOWNSHIP OF HOWICK
SPECIAL COUNCIL MEETING
THURSDAY, APRIL 30TH, 2007 AT 7:00 P.M.
AT THE HOWICK TOWNSHIP COUNCIL CHAMBERS

MINUTES

Attendance:

Council

Max Demaray, Reeve
Linda Henhoeffter, Councillor
Art Versteeg, Councillor
Andrea Yungblut, Deputy Reeve (late arrival)
Randy Scott, Councillor

Staff

Ronna Lee Johnson, Clerk
Wray Wilson, Public Works Co-ordinator

Delegations

(7:00 pm) Jeremy Taylor, P.Eng., R.J. Burnside & Associates
(8:00 pm) James Zimmerman and Olaf Lamerz, Office of the Fire Marshall
Bill Doig, Station Chief; Dale Edgar, Deputy Chief

Others

Mr. Meredith Schneider, Council Representative, Town of North Perth
Bolton Drain Landowners: Stefan Leutenegger; Don Gedcke

CALL TO ORDER

Reeve Demaray called the meeting to order at 7:00 p.m.

DECLARATION OF PECUNIARY INTEREST

Councillor Art Versteeg declared a pecuniary interest regarding the Bolton Municipal Drain, as Branch 'A' of the drain involves his farm. Mr. Versteeg vacated his seat at the Council table and sat with the visitors in the gallery.

BOLTON MUNICIPAL DRAIN, Branches 'A', 'D' and 'E'

Reeve Demaray explained that the purpose of this meeting is to discuss the technical aspects of the Bolton Municipal Drain 2009, Branches A, D & E, and that Council will entertain questions regarding the work proposed in the Report and/or the total cost of the work. Complaints regarding individual assessments will not be dealt with at tonight's meeting. After the provisional By-law is passed, another meeting called a Court of Revision will be held. The Court of Revision has authority only to hear appeals against assessments – it has no authority to otherwise change the Engineer's Report. Anyone wishing to appeal an individual assessment may do so by filing a notice with the Clerk of the Township of Howick at least 10 days prior the first sitting of the Court of Revision. Notices of The Court of Revision will be mailed to everyone assessed into the drain.

Reeve Demaray then introduced Jeremy Taylor of R.J. Burnside & Associates, and Mr. Meredith Schneider, Council representative for the Municipality of North Perth which has lands and roads assessed into the drain.

Copies of the Engineer's Report were available to everyone in attendance, and Mr. Taylor summarized the content, noting that the Report was initiated by a 'Request for Improvements' to Branch 'D' submitted by affected landowners, with a subsequent 'Petition for Drainage Works' submitted by the owners of Lots 20, 21, 22 on Concession 2, and Lot 21 on Concession 3. Preparation of the Report was authorized by letters of instruction from the Township's Public Works Co-ordinator.

Mr. Taylor reviewed history of Reports for the construction, extension, and maintenance of the Drain and Branches, and noted the objectives of this 2009 Report include:

1. Improvement of the existing condition of the Branch D tile drain;
2. To provide adequate under drainage outlet for Lot 21, Conc. 2;
3. To improve flow of the Branch A open channel at the County Road 30 culvert;
4. Implement fisheries compensation and environmental enhancement measures where required by DFO and MVCA, where feasible.

Several site meetings were held with affected landowners and agencies to review the progress of the design and hear concerns. All landowners were invited to a final meeting held on March 26th.

Mr. Taylor explained briefly some of the technical aspects of existing conditions and the work required to be done on the specific Branches of the Drain. He described a preliminary proposal for work involving Huron County Road 30, and noted that the County has chosen to undertake the design and construction of the open channel through the culvert and will assume all costs associated with that portion of work.

As well, he reviewed environmental and fisheries issues and how those matters will be addressed, noting that work can only be undertaken between July 1st and September 15th. Authorization is required from the Department of Fisheries and Oceans (DFO) since DFO has determined that the proposed work will result in harmful alteration, disruption or destruction (HADD) to fish habitat. A Permit under *Ontario Regulation 164/06 to Alter a Watercourse* is required for work in the open channel, and buffer strips and compensation measures must be installed.

Mr. Taylor pointed out the various Appendix Sections of the Report including Allowances, Cost Estimate, Assessment Schedules and Details, and reviewed the mapping and profiles in the Drawings Appendix.

Mr. Taylor responded to questions, including the time frame for construction, noting that most of the work should be done within the July 1 to September 15 window allowed by DFO, but DFO is flexible in extending, if necessary.

Mr. Taylor suggested that the closing date for the tender call be the same date as the Court of Revision, and contractors be made aware that the contract will be awarded "subject to no appeals". Thus, if no appeals are filed during or following the Court of Revision, this would expedite the process to be ready for construction as soon as possible. In order to comply with notice requirements, the date for the Court of Revision was set for June 2nd at 7:00 pm (at the Regular Council meeting), and tenders will close on that date. A 20-day appeal period follows the Court of Revision, and if no appeals are filed, work can proceed on July 1st.

Reeve Demaray advised that anyone who signed the petition for drainage and wishes to withdraw from the petition may do so by putting the withdrawal in writing, signing it and filing it with the Municipal Clerk. Anyone who has not signed the petition may add their name if so desired. No one responded at this time.

By-Law No. 12-2009 was drafted to adopt the Engineer's Report for the Drainage Works.

MOTION #140/09

Moved by Scott

Seconded by Henhoeffter

THAT Howick Township Council gives first and second reading and provisionally adopts By-Law No. 12-2009, being a by-law to provide for a drainage works known as the Bolton Municipal Drain 2009.
CARRIED

MOTION #141/09

Moved by Henhoeffter

Seconded by Scott

THAT Howick Township Council hereby appoints the following to sit on the Court of Revision for the Bolton Municipal Drain 2009: Councillor Scott; Councillor Henhoeffter, and appoints Councillor Henhoeffter as Chair of the Court of Revision.
CARRIED

Since no further questions were forthcoming, Reeve Demaray thanked Mr. Taylor for his presentation, and those who attended, and advised that all were welcome to stay for the balance of the Council meeting, or may be excused at this time.

Mr. Taylor and the visitors left at 7:40 pm.

HOWICK FIRE SERVICES

Copies of the following information were provided for all:

- Correspondence from Mr. Zimmerman outlining what Council needs to focus on for this meeting.
- Fire Services Guideline PFSG 04-12-13 "*Core Services (Response & Support) and Associated Guidelines*"
- Township of Howick "*Simplified Risk Assessment*"

Mr. Zimmerman introduced Mr. Olaf Lamerz, Fire Protection Specialist from the Office of the Fire Marshall, who will be assisting with consultation in setting up Howick's Fire Response and Protection Program.

Mr. Zimmerman advised that the public expects the Township to provide fire response and protection services, and noted he was pleased that Chief Doig and Deputy Chief Edgar were able to attend to give their perspective as to what is the present capability of the Howick Fire Station, and assist in identifying any gaps in service. He suggested that in determining the

level of service, Howick Council start with what we have now, and work toward improving the level in the future.

Mr. Zimmerman and Mr. Lamerz reviewed Public Fire Safety Guideline PFSG 04-12-13 “*Core Services (Response & Support)*”, which lists the various services that a fire department may provide, listed within these categories:

- Emergency Response
- Fire Prevention and Public Education
- Fire Administration
- Communications/Resource Centre
- Training and Education
- Maintenance
- Support Services

The following “Emergency Response” services were identified as “core services” that will be provided by Howick Fire Department:

- Basic firefighting – no expected rescue component
- Structural firefighting including rescue
- Vehicle firefighting
- Grass, brush, forestry firefighting
- Mutual Aid
- Awareness level hazardous materials (training required)
- Vehicle accidents
- Vehicle extrication
- Transportation incidents involving vehicles
- Water and ice rescue – shore based only
- Public assistance
- Police assistance
- Public utilities assistance
- Community emergency plan participation
- Confined space rescue (Awareness level training required)
- Farm / silo rescue
- Assistance to Fire Marshall re. suppression

The provision of medical assistance and ambulance assistance are services that are not currently being provided by the Fire Department, and Howick Firefighters do not presently have the training to provide these services. These are services that the Township could consider adding in the future.

The following “Fire Prevention & Public Education” services will be provided:

- Inspections (training required – possibly contract with neighbouring municipality)
- Public Education
- Fire Investigation
- Building Plans examination/approval (training required – possibly contract with neighbouring municipality)

“Communications / Resource Centre” encompasses dispatch services and required technology. Howick will enter into an Agreement with Hanover Dispatch to provide this service. Reeve Demaray advised that he has a copy of the current Agreement between Hanover Dispatch and the Wingham Area Fire Board. He plans to be in Hanover in the near future and will contact the Dispatch Centre at that time to get further information.

The Fire Chief will be responsible for “Administration” and “Training & Education” practices such as planning and evaluating programs and services, records management, human resources, health and safety, public relations, and providing / co-ordinating staff development, training, and standards of operation.

Mr. Zimmerman suggested that a request be forwarded to the Wingham Area Fire Board asking that copies of the training records for all Howick Firefighters be provided, in order to set up a complete records system here for the Howick Firefighters. As well, Howick should consider the purchase of computer software specific to Fire Departments, (such as Fire Pro) which provides a comprehensive records package.

“Maintenance” of the vehicles, equipment and station will be the responsibility of the Fire Chief, and the municipality will be required to provide support for “shared services” such as financial, purchasing, risk management, human resources, co-ordination with other agencies. Mr. Zimmerman advised that other matters that should be given consideration in the near future include determining the specific expectations of the positions of Fire Chief and Deputy

Chief, and drafting job descriptions for those positions, determining pay rates for fire personnel, and ensuring their inclusion in the Township's insurance coverage.

With determination of the level of service to be provided, staff, with the assistance of the Fire Marshall's Office, may proceed to draft the necessary by-laws to establish a Fire Department and enter into Mutual Aid Agreements. Mr. Zimmerman advised that he can also provide sample job descriptions.

Mr. Zimmerman and Mr. Lamerz then responded to questions on a variety of issues. Regarding 'Automatic Aid' Mr. Zimmerman advised that such Agreements are similar to other Fire Protection Agreements, but are used to supplement a municipality's own service by having a neighbouring fire department available to provide initial response to a nearby incident for a limited period of time if your department is temporarily unavailable.

Discussion ensued regarding the feasibility of having an Automatic Aid Agreement versus a Fire Protection Agreement for the north east corner of Howick, when a question was asked about value for payment. It was suggested that Howick contact the Minto Fire Chief to get statistics about Clifford responses in Howick Township. It was noted that the parameters of the area covered by Clifford were established by distance measurements that determined the properties within that area are closer to Clifford than Gorrie, and it would not be feasible to have Gorrie provide first response.

A question was asked about the possibility of Howick providing service to a portion of the Municipality of Morris-Turnberry. Mr. Zimmerman felt that, as an adjoining municipality, it would be feasible for Howick to provide coverage.

In determining the level of service for inspections, the 'Risk Assessment' report was reviewed to identify the number of "assembly" buildings and "vulnerable" occupancies in the Township that would require annual inspections. Mr. Edgar advised that he has taken training for inspections. The Office of the Fire Marshall will provide assistance in this regard during the first year of operation.

Mr. Zimmerman noted that it is important to identify what training is required, and by whom and advised that a course for Fire Chiefs will be available this fall. Arrangement can be made to have courses presented in this area if a need is identified.

Another consideration for Council will be expenditures that may be required from this year's budget in preparation for establishment of the Fire Department by January 1, 2010, such as training, computer and software, office equipment for the Fire Hall, new identification for Howick Firefighters (ie. decals, signage, etc.)

Regarding the possible transfer of equipment from the Fire Board to Howick, he advised Council to ensure that the equipment is tested before transfer, and to request records for all equipment acquired. As well, Council should expect payment of interest earned on any cash payout due.

Chief Doig and Deputy Chief Edgar asked Mr. Zimmerman for advice and guidance regarding their first-time attendance at the upcoming Ontario Association of Fire Chiefs conference and trade show. He advised that they take in as many lectures and seminars as possible – by splitting up they can cover more. They should also check out items of interest at the trade show, such as thermal imaging camera, extrication equipment and software programs suitable for a small fire department, and talk to users to get better insight. Mr. Zimmerman offered to guide and introduce them around.

Mr. Zimmerman also suggested that Mr. Doig and Mr. Edgar begin attending local meetings of Fire Chiefs, Mutual Aid and any other relevant events, and that Council schedule an in-camera session to work on job descriptions and remuneration.

Reeve Demaray mentioned the Employer Appreciation Night to be held on May 13th in Wingham, to honour employers who allow their firefighter employees to attend to calls.

Chief Doig announced that the next Firemen's Breakfast will be held in Gorrie on May 31st.

ADJOURNMENT

MOTION #142/07 Moved by Versteeg Seconded by Henhoeffter

That Howick Township Council now adjourns the April 30th, 2009 Special Meeting of Howick Township Council at 9:53 pm, with Council to meet again at the Regular Council Meeting scheduled for Tuesday, May 5th, 2009 at 7:00 pm, or at the call of the Chair".

CARRIED

REEVE

CLERK