



THE CORPORATION OF THE TOWNSHIP OF HORTON  
**PROTECTIVE SERVICES COMMITTEE**

March 16<sup>th</sup>, 2023  
5:00 p.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Minutes from Previous Meeting
  - i. September 15<sup>th</sup>, 2022 **PG.2**
4. MLES Presentation – Jim McBain **PG.4**
5. Fire Chiefs Report and Update **PG.19**
6. Staff/Committee Members Concerns
7. New Business
8. Next Meeting Date
  - i. May 18<sup>th</sup>, 2023 – 5:00 p.m.
9. Adjournment

**RETURN TO AGENDA**

## THE CORPORATION OF THE TOWNSHIP OF HORTON

**Protective Services Committee Meeting**September 15<sup>th</sup>, 2022

5:00 p.m.

There was a Meeting of the Protective Services Committee held on Thursday September 15<sup>th</sup>, 2022, in the Horton Council Chamber. Present was Chair Lane Cleroux and Mayor David Bennett. Public Advisory Members present were Spencer Hopping and John Purdon. Staff present was Fire Chief Allan Cole, Deputy Fire Chief Mike Fortier, and Executive Assistant Nichole Dubeau - Recording Secretary

Deputy Mayor Glen Campbell sent his regrets.

**1. CALL TO ORDER**

Chair Cleroux called the meeting to order at 5:00 p.m.

**2. DECLARATION OF PECUNIARY INTEREST**

There was no declaration of pecuniary interest expressed by Members of the Committee.

**3. MINUTES FROM PREVIOUS MEETING**

i) March 17<sup>th</sup>, 2022

Moved by Spencer Hopping

Seconded by John Purdon

**THAT** the Protective Services Committee accept the Minutes of March 17<sup>th</sup>, 2022.

**Carried**

**4. FIRE CHIEF'S REPORT AND UPDATE**

Fire Chief Allan Cole verbally presented the report. He highlighted on the private road access. Chair Cleroux requested that Chief Cole brings forward options to the Committee and Council on how to move forward and resolve some of the issues on the roads. Chief Cole stated that it is important to get the information out to the public through FAQ's or campaigns, so residents know how to maintain their roads or driveways. Chair Cleroux stated that the Township should put in place a Road Assumption Policy and Private Road Maintenance Policy to help with his. Public Advisory Member Spencer Hopping stated that the liability of the Township is something important to keep in mind when assuming roads. He added that there is a difference between assuming the road and maintenance of the road and that it should be clarified for the liability purposes.

Chief Cole highlighted on the changes he made to the RFQ for a firetruck replacement. He stated that it was better for the Township if the truck purchased came fully equipped and fitted instead of purchasing a truck and then having the work done.

**5. STAFF/COMMITTEE MEMBERS CONCERNS**

Chair Cleroux questioned who maintained the fire hydrant on George Jackson Toyota's property as he received a complaint about the appearance of it. Chief Cole stated that the fire department flushed the hydrant annually but did not maintain the visible appearance. Chair Cleroux stated that an agreement should be made for clarification on what the Fire Department does and does not maintain.

**6. NEW BUSINESS**

There was no new business.

**RETURN TO AGENDA**

**7. NEXT MEETING DATE**

The next meeting will be held October 20<sup>th</sup> 2022, at 5:00 p.m.

**8. ADJOURNMENT**

Chair Cleroux declared the meeting adjourned at 5:56 p.m.

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CHAIR Daina Proctor

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CAO/CLERK Hope Dillabough



## Municipal Law Enforcement Services

13 March 2023

Dear Chair Proctor and Protective Services Committee,

My senior Management Team and I are looking forward to meeting the new Council at the Protective Services Committee meeting on March 16, 2023.

It has been a few years since I have appeared before Council, mostly due to Covid 19 restrictions, and I welcome the opportunity to reacquaint with past Council members who are returning for another term and especially pleased to meet the new members who I have not, as yet, met personally.

This meeting comes at a good time. The beginning of a new term of council and at a time when MLES is expanding the provision of By-law Enforcement Services to new municipal clients, some of whom are nearby neighbours and others who aren't so close.

I discussed, with the Hope, how I could provide you with the most information possible in the time allowed. To that end, I have prepared an Information Package for your review. I am requesting you read the attached package, hopefully, prior to the meeting, and possibly develop a few questions for a Question and Answer period. Please take this opportunity to ask anything you want to know about the service MLES provides to your constituents.

I will close for now and looking forward to seeing you all on March 16<sup>th</sup>.

Sincerely,

*James McBain*

Director

Municipal Law Enforcement Services

E-mail: [bylaw.mles@gmail.com](mailto:bylaw.mles@gmail.com)

Tel: (613) 312-3773

**RETURN TO AGENDA**



# **The Corporation of the Township of Horton**

## **By-Law Enforcement & Animal Control Services**

**Protective Services Committee Meeting  
March 16<sup>th</sup> at 5 p.m.**

**Submitted By - James McBain  
Municipal Law Enforcement Services  
32 Plaunt St. N.  
Renfrew, On.  
K7V 1M4**

**RETURN TO AGENDA**

**TABLE OF CONTENTS**

1. MISSION STATEMENT / VALUES ..... 1

2. CODE OF ETHICS ..... 2

3. CORPORATE PROFILE ..... 3

4. KEY PERSONNEL ..... 4

5. QUALIFICATIONS OF STAFF..... 5

6. SCOPE OF WORK – Animal Control Services ..... 5

7. VENTORY OF SPECIALIZED EQUIPMENT..... 7

8. WILD ANIMALS – FARM ANIMALS – DEAD ANIMAL ..... 7

9. GENERAL BYLAW ENFORCEMENT..... 7

10.TYPICAL BYLAWS ENFORCED ..... 8

11.COMMUNICATION EQUIPMENT ..... 8

12.TRANSPORTATION ..... 8

13.TRAINING ..... 9

14.INSURANCE.....9

15.SUMMARY .....9

16 LOCAL EFFICIENCY GROUP – Service Delivery Review Final  
Report .....10

## MISSION STATEMENT

Municipal Law Enforcement Services (MLES) is committed to maintaining the trust and confidence of our citizens through a combination of pro-active and reactive enforcement of municipal bylaws and the demonstration of our core values. We value integrity, professionalism, excellence and teamwork. Integrity shall always be a first priority. We strive to not only achieve, but succeed.

## OUR VALUES

**Accountability** – Municipal Law Enforcement officers are responsible for behaving ethically and in keeping with the values and standards set out in the *Code of Ethics*.

**Integrity** – Committed to providing quality service by consistently holding ourselves to the highest moral and ethical principles.

**Professionalism** – Committed to providing the community with exceptional law enforcement by developing our personnel through effective training and leadership.

**Excellence** – Committed to providing innovative solutions to issues by working in partnership with our community.

**Teamwork** – Committed to providing a quality work environment by promoting coordination, cooperation, and communication with our members.

**Leadership** – We can each be a model for others and, as such, be a leader. We all are expected to demonstrate leadership by respecting the *Code of Ethics*.

2.

## CODE OF ETHICS

As a peace officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception; the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the rights of all to freedom, equality and justice.

I will strive to keep my private life an example to all and will behave in a manner that does not bring discredit to me or to my service. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my service. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of enforcement service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other peace officers. I will co-operate with all legally authorized agencies and their representatives in the pursuit of compliance with the bylaws I enforce.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession as a peace officer.

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3.

**RETURN TO AGENDA**



## CORPORATE PROFILE

Municipal Law Enforcement Services (M.L.E.S.) was established in May 2004 and is a Division of 4410491 Canada Inc.

M.L.E.S. began by providing investigation and enforcement into the complaints of infractions against the then new "Smoking By-law" initiated by the Town of Arnprior. Over the next two years our role was expanded and in 2006 M.L.E.S. began providing full- time bylaw services to the town.

As a result of referrals from the Town of Arnprior, M.L.E.S. was approached by the Town of Mississippi Mills and the Township of McNab/Braeside to provide by-law services to their municipalities.

In January 2008, M.L.E.S. began providing "Full Service" by-law enforcement to both Mississippi Mills and on a part-time basis McNab/Braeside. In May of 2009 Lanark County was added to our client list on an "As Required" basis. In February 2010 M.L.E.S. assumed the Animal Control function for Town of Carleton Place and in November 2011 Horton Township came on board for Property Standards and general by law enforcement, including animal control. Approximately a year later, M.L.E.S. began providing Property Standards, Animal Control and other specified by-law enforcement for Township of Whitewater Region and in July 2012 M.L.E.S. became the By-law Enforcement Services provider for the Town of Renfrew and in June 2015 we assumed Animal Control Services for Greater Madawaska.

At this time M.L.E.S. provides approximately 250 hours of by-law enforcement and other services per week to eleven (11) municipalities in Renfrew and Lanark Counties. Services are provided by five (5) full time and 4 part-time, fully trained and experienced By-law / Animal Control and Parking Officers. On most days there are at least 4 patrol vehicles on the road providing by-law enforcement and other related services from Carleton Place in the southeast to Petawawa in the northwest.

M.L.E.S. is a full service provider and does not require any operational support from its clients or from any external agency.

## Key Personnel

### **James D. McBain – Director and Chief Bylaw Enforcement Officer**

James McBain is the Director and Owner of Municipal Law Enforcement Services (MLES) and has over 50 years of Law Enforcement experience. He was a Police Officer for almost 30 years. He began his career as a Patrol Officer and progressed through the ranks and served as Patrol Supervisor, Instructor at the Ontario Police College, Criminal Investigation including Major Crimes and Crime Scene Investigation (fingerprints /photographs etc.) for with the Gloucester Police Force. In 1986 Jim left the Gloucester Police to assume the position of Chief of Police of the Renfrew Police Service and served fourteen and a half years and retired on January 1, 2000, when he retired at 52 years of age.

After a short three year residency in Florida, in 2003 returned to Renfrew and began a second career in security / private investigation and by-law enforcement. From 2004 to 2007 Jim was Vice President of an Ottawa based security and private investigation company. In 2008 he started his own Security and Private Investigation company. He left the private security industry in 2012 to concentrate on the development of MLES, his

By-law Enforcement company. In 2022 Jim was recruited to provide specific consulting services on two Special Projects for an Ontario based Municipal Consulting firm. Currently, Jim is focusing full time on further developing MLES and is striving to ensure MLES provides the best possible service for the best cost for that service.

### **Darla L. McBain – General Manager**

Darla McBain is the General Manager of Municipal Law Enforcement Services and partner in the parent company 4410491 Canada Inc. Darla has an extensive Customer Service background including many years of supervisory and managerial experience in the fast food and retail sales business. Darla's background also includes eight years as a security officer and private investigator.

Darla has been a By-law Enforcement Officer with M.L.E.S. for approximately 15 years and manages all aspects of the company day to day. She also provides supervision and direct operational support to the Operations Manager as a functional By-law Enforcement Officer. Over the past couple of years Darla has emerged as the face of the company and liaison with her municipal counterparts. She is responsible for the Administration Section of the Service and oversees the Operations Manager and front line By-law Officers. Both Darla and Jim directly participate in Call Response and provide immediate support, guidance and direction to the patrol officers as required.

Over the past two years MLES has been planning for the future and developing a succession plan to provide future services to our clientele. Our succession planning includes; recruiting highly motivated staff, and training staff to provide the highest quality of service to meet the needs and demands of our clients and their constituents.

**RETURN TO AGENDA**

5.

### **Alison Cosier – Operations Manager**

Alison has been with MLES for 10 years. She began her career with MLES as a front line Bylaw Enforcement Officer and learned “Bylaw Enforcement” from the ground up. Through her experience as a front line officer she gained a wide range of experience in all aspects of bylaw enforcement. She is very active in seeking out new programs in training, office management, modernization of equipment and developing new revenue generating initiatives for our municipal clients to consider. Her interpersonal skills are a great asset to the company by bringing out the best in our front line officers. Alison has recently received her Certification in both the “Ontario Bylaw Officer Core Competency Program” and the “Animal Control Officer Course” provided through Humber College. Very early on Alison demonstrated a keen interest in Animal Control and over the years she has demonstrated a unique ability to deal with difficult animals, such as aggressive and dangerous dogs

Since MLES has been experiencing continued growth Alison has been upgrading her “Municipal Law Enforcement Officer” qualifications through remote learning. She is also our In-Service Training Officer and is responsible for training other officers through our In-Service Training Program. Alison has recently been promoted to Operations Manager as is responsible for overseeing the Patrol Division on a daily basis.

### **Qualifications of Staff**

In addition to the above three Key Personnel, who continue to be fully operational, this contract will be serviced by three other officers who work the northwest region of our service area.

Two of the three officers are graduates of the Police Foundation course at Algonquin College and all three are involved in ongoing formal training, such as the “Ontario Bylaw Officer Core Competency Program, the Animal Control Officer Course and the “Property Standards and Zoning Course” provided by Humber College. All members also participate in MLES’ In-Service Training Program in General Bylaw Enforcement, Parking Control and Animal Control.

### **Scope of Work- Animal Control Services**

#### **Animal Control Services**

MLES responds to Animal Control Calls for Service pursuant to the responsibility and authority provided in the Animal Control Bylaws where the complaint originates. Complaints are received through MLES’ Complaint Line / email) or from information received from township staff related to the Animal Control By-laws in effect at the time. Complaints are usually responded to within one hour.

**RETURN TO AGENDA**

6.

MLES Complaint Lines are monitored 24 hours a day 7 days a week. Calls for Service are prioritized based on the following Classifications;

“Emergency” Highest Priority – Immediate response day or night.

“Non-Emergency” Immediate (within hour) contact with complainant. Action taken or deferred based on the seriousness of the call.

### Domestic Cats and Dogs and Other Animals

MLES will attend within the municipality to pick up domestic animals, in accordance with the Animal Control Bylaw that have been apprehended and transport them to the township’s pound facility.

MLES will maintain a pound log for each municipality at the town or townships pound facility

MLES will attempt to locate the owner of animals apprehended and impounded at the pound facility and facilitate their return to owner.

MLES will enforce the offences of the Animal Control By-laws, issue Provincial Offence Notices, lay charges and prepare court documents for prosecutions, liaise with court staff and defense attorneys.

MLES will keep records of all calls / complaints received through the “Complaint Line” or otherwise and maintain a Records Management System.

MLES will coordinate the final disposition of an impounded animal with the pound facility in accordance with provincial legislation and municipal policy.

MLES works cooperatively with local Animal Rescue organizations to re-home apprehended animal not claimed by their owners. MLES will not euthanize an animal that is considered to be healthy and adoptable.

Note: MLES bears the expense for housing and food for unclaimed animals, suitable for adoption, from the time the redemption period expires and the animal is rehomed.

MLES make every effort to license/register all animals immediately that have not been licensed/registered previously, and a notice shall be given to those failing to do so. If they have not complied within 14 days, an appropriate charge will be laid against them. All collected fees for tags shall be remitted to the Municipal Office.

**RETURN TO AGENDA**

7.

### Inventory of Specialized Animal Control Equipment

MLES has invested in the following specialized equipment to assist officer in performing their duties and to ensure officer as well as public safety.

1. Protective “Bite Resistant” gloves.(each officer)
2. Catch Poles (3) / Snappy Snares (3)
3. Various types of animal traps
4. Animal Stretcher (1)
5. Tranquilizing Dart Rifle (1)
6. Tranquilizing Dart Pistol (1)

In addition to the specialized equipment above, the proponent will provide all usual equipment to perform the tasks related to by law enforcement and animal control. i.e. leashes, collars, live traps excluding large animal traps.

### Wild Animals - Farm Animals –Dead Animals

MLES will respond to complaints involving wild animals, farm animals and dead animals by facilitating and coordinating an appropriate response to the complaint with municipal resources i.e. Roads Dept. for dead animals on public property, the Ministry of Natural Resources for nuisance wild animals and sightings and the Provincial Animal Welfare Cruelty Service section of the Ministry of the Solicitor General. This service is for animal cruelty and neglect complaints involving all animals including farm animals.

### General By-law Enforcement Services

MLES will respond to any and all Bylaw Enforcement Complaints or Calls for Service that is requested by the Township.

MLES will promote By-law awareness and provide By-law Enforcement through a combination of Proactive (Prevention – Education & Awareness) and Reactive activities in accordance with the objectives established by Council through the municipal contact person.

MLES will investigate complaints, conduct investigations, submit investigation reports and take appropriate action to prevent a continuation of the offence(s) and to resolve matters in a timely and effective manner.

MLES will keep records, prepare court documents, attend court, and assist in the prosecution of By-law offences.

MLES will establish a positive working relationship and regularly liaise with the O.P.P., Provincial Prosecutor, Chief Building Official, Court staff and others.

**RETURN TO AGENDA**

8.

MLES will submit reports and prepare Court documents in order to prosecute offenders through the Provincial Offences Court system.

MLES will review By-laws, make recommendations for change where necessary and prepare draft By-laws for review by staff and council. MLES will enforce By-laws as directed.

### Typical By-laws Enforced

- Property Standards
- Zoning
- Garbage & Waste Management
- All-Terrain Vehicles
- Open Air Burning
- Fence
- Noise
- Pool
- Taxi
- Parking (Including Parking Ticket Tracking & Administration)
- Any other Bylaw as directed

### Communication Equipment:

Primary communication between municipal staff and the By-law Enforcement Services will be by e-mail and /or land telephone. Communication between Dispatch and the Patrol Officers is by cell phone and e-mail. Cell phones and related costs are the responsibility of MLES.

**Note: As a matter of Officer Safety all officer are equipped with a body camera**

### Transportation:

MLES maintains a Fleet of Motor Vehicle and Equipment to assist offers in accessing almost any location on land or in water.

MLES will provides all vehicles necessary for the provision of General Bylaw Enforcement and Animal Control Services to meet the nature and variety of the complaint

MLES maintains a fleet of 6 By-law Enforcement / Animal Control vehicles which

**RETURN TO AGENDA**

currently include;

9.

- 2015 Nissan – Versa – White – Sedan – Admin /Patrol.
  - 2014 Mitsubishi – Outlander – White -AWD/SUV – Admin/Patrol
  - 2010Kia – Soul – Grey – Sedan - Patrol\*
  - 2011 Kia – Rondo – Brown – SUV – Patrol & Animal Control\*
  - 2009 Dodge – Ram 500 4X4 – Grey - Bylaw & Animal Control\*
  - 2007Suzuki – Grand Vitara – Grey – SUV - AWD – Bylaw & Animal Control \*.
- \* Patrol vehicles are marked with company logo indicating Bylaw Enforcement.

### Training:

All Municipal Law Enforcement Officers participate in a mandatory In-service Training as part of the personal development. In addition, officers receive training in Trespass to Property, Dog Owner’s Liability Act and other Provincial Statutes. As mentioned above, MLES is involved with succession planning and officer training in General Bylaw Enforcement and Animal Control Services.

### Insurance:

The proponent presently carries \$5,000,000. Of liability insurance, naming our municipal clients as co-insureds’.

### Summary

MLES has been providing By-law Enforcement and related services to several municipalities for over the past 17 years. In May of this year MLES will be celebrating its eighteenth year as the Bylaw Enforcement Services provider to nine municipalities in Renfrew County and four others in Lanark County.

MLES has continued to grow over the years and as of this week now provides By-law Enforcement Services to a total 13 municipalities. As of this past week two more townships have come on board and there may be one more in the very near future.

I developed our present business model 15 years ago, specifically to provide a necessary and very specialized service to our local, smaller communities in Renfrew and Lanark Counties, who otherwise wouldn’t, financially, be able to provide the level of By-law Enforcement service our clients enjoy by participating in our cooperative program.

The company has grown continually over the years, not from any pro-active recruitment by MLES but by “word of mouth” recommendations from our municipal clients to other towns and townships enquiring about By-law Enforcement Services.

Every one of our municipal clients has a By-law Enforcement Program designed specifically for that community, based on the needs and priorities as established by

**RETURN TO AGENDA**



council. The majority of our clients receive Full Time / Full Service By-law Enforcement. That means MLES responds to all By-laws Complaints and Concerns that have an  
10.

“enforcement component” to them, on a full time basis, including Animal Control. Only four of our 13 clients have Animal Control Services only.

Each one of our clients benefits by participating in this cooperative program. On occasion there is a need for two or more officers to appropriately and safely respond to a call, even the smallest less active areas. Because MLES has at least 5 officer on duty most days, servicing the 13 participating municipalities we have the resources to respond to any type of complaint with multiple officers and with the specialized equipment to handle any type of call. By participating in this cooperative (sharing of services) program our clients don't have to be concerned about staffing, scheduling / absences, vehicles, equipment, uniforms, training etc. Basically, MLES provides a “turnkey operation” our intent is to completely take care of the Bylaw Enforcement needs of each member of the coalition.

MLES has the knowledge, experience, staff and equipment to provide the highest caliber or professional By-law Enforcement Services to any municipality by developing a program specific to the needs of each community it serves. MLES can operate with very little support or intrusion on municipal staff, thereby freeing up staff time and generally providing a comprehensive public service in the most effective and efficient manner.

MLES has a proven track record as is evidenced by the continuing growth of the company and the excellent relationships it has with municipal staff, the OPP and the Courts. MLES requires no day to day supervision and provides a turnkey operation as a third party service provider.

In closing, I'd would like to remind council of the **Local Efficiency Group (LEG) Service Delivery Review Final Report from November 2020**

Dillon Consulting Limited, in partnership with Performance Concepts Inc., was retained by the Township of Greater Madawaska on behalf of the Local Efficiency Group to conduct a service delivery review of the seven municipalities on an individual basis and recommend sharing opportunities for two or more of the LEG municipalities.

The Local Efficiency Group (LEG) Commissioned the Service Delivery Review to Identify Opportunities for Improvement and Collaboration. With a vision to find opportunities to work together and create efficiencies in municipal service delivery, seven municipalities serving a population of approximately 40,000 came together as an informal group to tackle this challenge.

The representatives of the Local Efficiency Group (LEG) included the Mayor and the CAO/Clerk from each of the municipalities. The LEG municipalities include the Townships of Admaston/Bromley, Greater Madawaska, Horton, McNab/Braeside, Whitewater and the Towns of Arnprior and Renfrew. In addition to several other areas the group looked at “Protective Services” which included the Fire Services and By-law

**RETURN TO AGENDA**



Services.

11

With Respect to By-law Enforcement Services the following Recommendation (R9) was made:

“Develop multi-year, multi-municipality service agreement with current service provider (MLES) for by-law and animal control.”

The following Benefits were cited to support the Recommendation: Cost avoidance of future escalating costs (in-house delivery model or a different vendor) by negotiating 3 to 5 year multi-municipality service agreement to maintain stability of service and pricing. LEG municipalities could add additional services to the package, freeing up staff time for other areas while benefiting from group purchase.

### **Discussion**

Six of the seven LEG municipalities outsource By-Law enforcement, and similarly, six of seven outsource Animal Control services to Municipal Law Enforcement Services (MLES), a private corporation formed in 2004 and based in Renfrew. Admaston/Bromley outsources By-Law and Animal Control to Bonnechere Valley.

MLES provides an “a la carte” menu of services to meet each municipality’s needs. As part of an all-inclusive fee, MLES provides trained uniformed staff (including a rover officer to cover absences), marked vehicles and equipment, and \$5M in liability insurance.

A review of three LEG MLES municipal contracts revealed very reasonable and consistent hourly pricing between, at least 50% below what insourcing would cost. Overall, all seven municipalities are pleased with the service and economies provided through their individual contracts.

Going forward, the main concern among the LEG municipalities is being able to guarantee this valuable outsourced service. One of the contracts we reviewed has a 90-day cancellation clause by either party, while the other two have 30-day cancellations. Expired contracts running month-to-month seem to be the norm with the remainder of the municipalities. Obviously, this leaves little in the way of security for the years to come.

To provide all seven municipalities with contract stability, we recommend negotiating a LEG-wide 3 to 5 year contract with an annual inflation clause would be beneficial to both the LEG and the contractor, providing a degree of contract stability over the mid-term while guaranteeing service and maintaining reasonable pricing for the municipalities.

### **Please Note:**

That since the Leg Report came out in November 2020 Admaston Bromley signed on with MLES in March 2021 and two more townships, Bonnechere Valley in Renfrew

**RETURN TO AGENDA**

County and Montague Township in Lanark County have joined the service alliance as on March 2023.

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## Township of Horton COUNCIL / COMMITTEE REPORT

<b>Title:</b>  Monthly Fire Report	<b>Date:</b>	March 16, 2023
	<b>Council/Committee:</b>	Fire Committee
	<b>Author:</b>	J. Allan Cole – Fire Chief
	<b>Department:</b>	Fire

### CALL OUTS/RESPONSES:

Call-Outs/Responses September 13, 2022 to March 13, 2023

- Hydro Pole on Fire (x2)
- Locked Door Rescue Request (x2)
- MVC (x7)
- Fire Alarm Activation – Apartment Units (x3)
- Tree on Fire (x1)
- Vehicle Fire (x2)
- Mutual Aid Request – Tanker (x1)
- Smoke/CO Alarm Activation (x2)
- Chimney Fire (x3)

### MEETINGS:

Special Council Meeting-CRA Review 2022-09-27.

Chief's Meeting – Pembroke 2022-12-07

AMTCO Training – Bromley Community Center 2022-12-09

Integrity Commissioner Presentation – Horton Community Center 2022-12-19

HFD Presentation to Council 2022-12-20

Chief's Meeting – Pembroke 2023-01-11

OFM Zoom Webinar – Update on Mandatory FF Certification 2023-02-28.

Chief's Meeting – Pembroke 2023-03-01

Budget Workshop – 2023-03-06

### TRAINING/WORKSHOPS/:

- Firefighters working on the knowledge portion of Action Training Program NFPA 1001 FF1&2
- Pump/Drafting Training-Basic Pump Ops-Tank Placement-Tanker Shuttle Operations
- Training-Demonstration Day November 19, 2022 (see attached)
- PPE and SCBA – Basics – Don, Doff, Inspect
- Review of HFD and Township Rules/Regs, HR Policies, SOG's Section 21 Guidance Notes
- Traffic Control Safety for Firefighter Personnel
- Wildland Fire Fighter Training – Action Training Online Program

**RETURN TO AGENDA**

- Communications – Emergency and Non-Emergency Radio Procedures

## **CORRESPONDENCE:**

- Fire Marshal's Public Fire Safety Council/Enbridge – 2022 Safe Community Project Zero Smoke Alarm Campaign – Correspondence ongoing

## **FIRE PREVENTION/INSPECTION:**

- Horton Haunted Halloween at the Horton Fire Hall was again presented on October 31, 2022 with approximately 150 small trick or treaters attending. As per usual, the hall was decorated up in its most scary costuming with a haunted walk through the hall. Fire Prevention handouts were included with the treat bags and all the wee ones went off with a hotdog and a drink. Another successful venture. Sparky was on hand to do his thing as well.
- 12 Horton School Road FSP – we have been working with the owners and building rep to assist with the development of the Building Fire Safety Plan

## **OUTSTANDING ISSUES/OLD BUSINESS:**

RFQ for Horton 9837 Replacement –  $\frac{3}{4}$  ton 4 x 4 truck

This has been added to the 2023 Capital Budget.

Proposal Request is being finalized and, upon approval of 2023 Budget, the RFQ will be sent to industry for quotes.

Amkus Rescue Tool. This piece of equipment has also been noted on the 2023 Capital Budget. 3 Quotes have been received.

Upon confirmation of 2023 Budget, Business Plan and estimates will be presented to council for approval to purchase.

### **Fire Department Access on Private Roads within the Municipality (Left on for Reference)**

There are 149 registered Roads in the Township that have 911 addresses attached to them (Info based on CACC 911 Reporting Data).

Of the 141 registered Roads, 61, or 43% are deemed to be Private Roads not maintained by the Municipality and of varying roadbed condition.

We have completed the Private Road Condition Assessment on 61 Private Roads in the Township

Please see attached Summary Sheet indicating Road Condition.

Based on our observations there are a sizeable number of 911 addresses located on private roads where we, as a Fire Department, could not provide the same level of service as would be expected of 911 addresses on Municipally Maintained Roads.

The following are some suggested options based on reviews of situations encountered with other municipalities having similar conditions.

- 1- Based on above, evaluate whether the FD has the appropriate equipment to meet the needs of the homeowners of these roads and consider alternate methods of response that may meet the minimum standards (IE: perhaps we would be well served with a Mini-Pumper for this type of work-dependent on number of roads, # of homeowners, # of roads inaccessible by the larger trucks etc.)
- 2- Consider either a) developing a By-Law establishing minimum road standards and enforcing compliance or b) revise the current E&R By-Law to indicate that HFD will do it's best to provide an appropriate level of service but based on road condition we may not be able to.
- 3- Inform all homeowners serviced by Private Roads of the level of Emergency Response they are most likely to get based on the above.

How would you like us to proceed?

## **NEW BUSINESS**

### **Community Risk Assessment update.**

The final version of the CRA has been reviewed and accepted by HFD Senior Management. A Special Closed Council Meeting was held on September 27 to brief Council on the findings of the report. Rick Monkman from Emergency Management Group (the consultant of note) presented an overview of the CRA. Council received as information with the caveat, that as a new council was incoming it would not be prudent to adopt by resolution without new council review. A new presentation is scheduled for the 1st quarter 2023.

### **Mandatory Firefighter Certification Legislation.**

O. Reg 343/22 Firefighter Certification has been filed under the FPPA 1997 Act as of April 14, 2022.

### **Firefighter Staffing**

We have hired 6 Recruit Firefighters as at November 07, 2022

Brooke Congdon

Tom Gledhill

Stephanie Abdon

Duncan Jamieson

Brodie Bennett

Erin Cummings

Of the 6, 4 have all the required OFM NFPA 1001 FF 1 and 2 Certifications

The others are well under way with their training and will be able to meet the criteria within the 2-year window.

**Vehicle/Equipment Maintenance**

Annual Pump testing on 9614 and 9624 completed Friday September 16 – no issues

Annual Flow Testing of SCBA Equipment completed – no issues.

Annual 2023 Safety Inspections on all Apparatus vehicles completed – 9717 requires a new muffler and tank repairs. Otherwise, minimal concerns with all vehicles.

**Project Zero**

We were successful in our Fire Marshal's Public Fire Safety Council/Enbridge application to participate in the 2022 Project Zero Smoke Alarm Campaign and as such will be receiving 120 smoke alarms worth an estimated value of over \$7,000.00. This will be another step in our ongoing fire prevention program.

All smoke alarms have been distributed through an effective campaign of work of mouth with the firefighters and through over the counter pick ups at the Township Office. Thanks to Amanda for her assistance at the counter. As a result, we firmly believe that these alarms got to those who needed them most.

**Purchase of 7 Additional MSA SCBA Facepieces**

Deputy Chief Fortier presented an excellent case for the purchase of additional facepiece units for the SCBAs.

As a result, 7 MSASCBA facepieces were purchased with funding coming from the COVID relief fund.

**OFM/FMPFSC Grant**

We have received a Grant through the OFM/Fire Marshals Public Fire Safety Council in the amount of \$700.92 (see attached) for the purchase of Firefighter Training Materials

**Honors and Awards**

Firefighter Kyle Schroeder 10 Year Award

Captain Daryl Eady 15 Year Award

Captain Ray Caillier 25 Year Award (25 Years with HFD)

*Prepared by: J. Allan Cole, Fire Chief*

*Reviewed by: Hope Dillabough, CAO/Clerk*



**HORTON FIRE DEPARTMENT  
AND  
M&L SUPPLY FIRE & SAFETY**



**TRAINING-DEMONSTRATION DAY  
SATURDAY NOVEMBER 19, 2022**

Horton Fire Department, in association with M&L Supply will be hosting a Training Demonstration Day on Saturday November 19, 2022.

**Location:** Horton Community Centre  
1005 Castleford Road  
Renfrew, ON.  
0800 to 1600 hrs.

<b>Itinerary</b>	<b>0800 – 0900</b>	<b>Introductions – Coffee</b>
	<b>0900 – 1200</b>	<b>Demonstrations – Training</b>
	<b>1200 – 1300</b>	<b>Lunch – Provided by Horton Firefighters</b>
	<b>1300 – 1500</b>	<b>Demonstrations – Training</b>
	<b>1500 – 1600</b>	<b>Close out.</b>

We will be running 3 concurrent classes for the morning and afternoon sessions

- Amkus Extrication Tools – Demonstration/Teaching
- Max Firebox and Thermal Imaging Cameras – Fire Flow Path and TI
- Know your Flow / Hose and Nozzle Management Techniques

Bring your Turnout Gear to take advantage of Hands-On Training

**Costs:** Donation to the Canadian Fallen Firefighters Foundation.

We have lined up some top-notch instructors for the day  
(see the attached Bio Sheet)  
Please come Join Us.

**J. ALLAN COLE**

Fire Chief/Chief Fire Inspector  
Horton Fire Department  
613-432-6271 x 106 office  
613-281-5749 mobile  
[firechief@hortontownship.ca](mailto:firechief@hortontownship.ca)

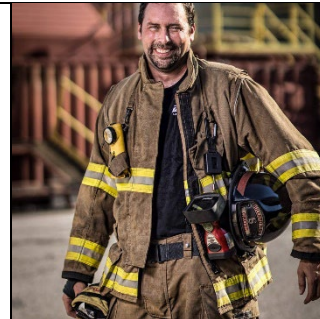
**RETURN TO AGENDA**





- FDIC Instructor
- President of FireStar Services Inc.
- Firefighter since 2000
- Bachelor of Fire and Life Safety Studies
- Featured writer in *Firefighting in Canada* and *Fire Engineering* magazines
- Masters of Science in Safety, Security & Emergency Management through Eastern Kentucky University

**MARK VAN DER FEYST**



- NFPA 1001 Firefighter 1, 2
- NFPA 472 Hazmat Operations
- Certified Fire Instructor
- Firefighter for over 12 years
- Canadian Regional Sales Manager at Bullard

**GRAEME CROSS**



- NFPA 1001 Firefighter 1, 2
- NFPA 1021 Officer 1, 2
- NFPA 1041 Instructor 1, 2
- NFPA 1006 Vehicle and Machinery Rescue Tech 1
- Firefighter since 2000
- Training Instructor at FireStar Services

**DAVE CONNORS**



- 19 years experience in the Fire Service/EMS in Ontario
- Instructed thermal imaging to numerous fire services including South Korea, Germany, Saudi Arabia, Malaysia and Nicaragua.
- Seconded Instructor with Office of the Fire Marshall (OFM)

**MANFRED KIHN**



- NFPA 1001 Firefighter 1, 2
- NFPA 1021 Fire Officer 1, 2
- Swift Water Instructor
- Trench Rescue Instructor
- Toronto Fire Services Captain since 1991
- President of Hogtown F.O.O.L.S.
- Technical Rescue/Fireground Operations Consultant at Firestar Services

**MIKE LANGFORD**



- Owner of M&L Supply
- 19 years as a firefighter in Newington
- Swift Water Instructor
- Fire Prevention Chief
- Training Officer
- Site on the board of directors of Canadian Fallen Firefighters

**MARK PRENDERGAST**



**HORTON FIRE DEPARTMENT**

2253 Johnston Road  
Renfrew, ON K7V 3Z8  
[firechief@hortontownship.ca](mailto:firechief@hortontownship.ca)  
(o) 613-432-6271 ext. 106  
(f) 613-432-3658

Dave Cossitt  
14 Patrick Dr.  
Whitby, ON.  
L1R 2L1

2022-12-08

Hi Dave,

Please accept this small donation to the Canadian Fallen Firefighters Foundation on behalf of the Horton Firefighters Association, McNab Braeside Firefighters and Douglas Firefighters.

On Saturday November 19, 2022, we conducted a Training Day in our Municipality with members from McNab Braeside Fire Department and Douglas Fire Department to compliment and round out our roster of participants.

The day was sponsored by M&L Supply Fire & Safety. Mark Prendergast and I did some deep thinking (which for us is quite an accomplishment) and came up with the idea of a donation to the Foundation as an appropriate gesture for the day.

Horton Firefighters Association really stepped up with providing food for the event as well as a generous donation to the Foundation, with the balance being topped up by our neighbouring departments.

Best wishes to you, the Memorial Ride, and the Foundation for all you do.

Regards,

**J. ALLAN COLE**

Fire Chief/Chief Fire Inspector  
Horton Fire Department  
613-432-6271 x 106 office  
613-281-5749 mobile  
[firechief@hortontownship.ca](mailto:firechief@hortontownship.ca)



Dec 27<sup>th</sup>, 2022

Allan Cole, Fire Chief  
Horton Fire Department

Dear Chief Cole,

On behalf of the Fire Marshal's Public Fire Safety Council (FMPFSC), I am pleased to inform you that your department has been selected to receive funding part of the FMPFSC Certification Grant.

This grant provides select provincial fire departments with funding to support the purchasing of firefighter training and educational materials to assist with the certification requirements as part of O.Reg.343/22 (Firefighter Certification). This is the first year of 3 that the grant will be offered in Ontario.

As a recipient of this year's grant, your department will receive \$ 700.92 to be used towards the purchase of educational materials offered by both IFSTA and Jones and Bartlett. Attached is an overview of the materials that are available as part of this program which are aligned with the certification levels contained in the regulation. The funds must be used by February 10, 2023 so that the FMPFSC can ensure proper audit of the grant before the end of its fiscal year.

#### What's Next?

Beginning Jan 5<sup>th</sup> contact Emily Folco at [Emily.folco@firesafetycouncil.com](mailto:Emily.folco@firesafetycouncil.com) or 1866-379-6668 ext 100 to place your order or for assistance with selecting your training materials. We ask that all orders be placed by Feb 10<sup>th</sup> 2023.

Supporting the fire service and providing this grant to support certification in Ontario is a priority for the FMPFSC and we are honoured to be able to allocate this funding to your department.

If you have any questions do not hesitate to reach out to me directly.

Sincerely,

Jamie Kovacs  
Executive Director



## NEWS RELEASE

### **Enbridge Gas teams up with Horton Fire Department to Reduce Fire and Carbon Monoxide Deaths through Safe Community Project Zero**

**Renfrew, ON, February 6, 2023** – Today, Enbridge Gas Inc. (Enbridge Gas) and Horton Fire Department announced they are working together to improve home safety and bring fire and carbon monoxide-related deaths down to zero.

Horton Fire Department received 120 combination smoke and carbon monoxide alarms through Safe Community Project Zero—a public education campaign with the Fire Marshal’s Public Fire Safety Council (FMPFSC) that will provide more than 8,000 alarms to residents in 50 municipalities across Ontario.

This year, Enbridge Gas invested \$250,000 in Safe Community Project Zero, and over the past 14 years, the program has provided more than 76,000 alarms to Ontario fire departments.

When properly installed and maintained, combination smoke and carbon monoxide alarms help provide the early warning to safely escape from a house fire or carbon monoxide exposure. Carbon monoxide is a toxic, odourless gas that is a by-product of incomplete combustion of many types of common fuels.

“Carbon monoxide is known as the ‘silent killer’ for a reason, and evidence shows that prevention saves lives. We know that the best way to avoid carbon monoxide exposure is to eliminate it at the source by properly maintaining fuel-burning equipment, and that the alarms are a critical second line of defense to protect against carbon monoxide poisoning,” says Everett Milotte, Eastern Region Operations Supervisor, Enbridge Gas.

“The objective of Safe Community Project Zero is to deliver combination smoke and carbon monoxide alarms to residents in Ontario communities who need them the most,” says Jon Pegg, Ontario Fire Marshal and Chair of the FMPFSC. “It’s a program that fire departments can adopt to help educate their communities about the requirement for all Ontario homes to have a CO alarm if they have a fuel-burning appliance or an attached garage.”

“Horton Fire Department is honoured to, once again, be a participant in the Safe Community Project Zero program. Our distribution strategy of Facebook, Township web page promotions, and distribution through our volunteer firefighter network and the Township Office front desk, has ensured that these detectors get to those who need them the most,” says Fire Chief Allan Cole. “There is no reason on this earth why every home

**RETURN TO AGENDA**

should not be equipped with a working smoke or smoke/CO alarm. This program takes the extra steps to make that a reality.”

### **About Horton Fire Department**

Horton Fire Department is a fully volunteer department serving the approximately 2900 residents of the township. Operating from a single fire hall centrally located in Horton Township, our staff of 20 firefighters and four apparatus, respond to requests for service whatever that request may be. Fire prevention activities are a major component of our fire reduction strategy and working with the assistance of Enbridge and the FMPFSC is one of the many ways we try to keep our public safe.

### **About the FMPFSC**

The FMPFSC was established in 1993 with a mission to help create “a world where no one is hurt by fire.” Chaired by the Ontario Fire Marshal, the FMPFSC promotes fire prevention and public education through sponsorships and partnerships with various groups and individuals with an interest in public safety. Follow the FMPFSC on Twitter @FMPFSC.

### **About Enbridge Gas**

Enbridge Gas Inc., formed on January 1, 2019 from the amalgamation of Union Gas Limited and Enbridge Gas Distribution, is Canada's largest natural gas storage, transmission and distribution company based in Ontario with a more than 170-year history of providing safe and reliable service to customers. The distribution business serves about 3.8 million customers, heating over 75 per cent of Ontario homes. The storage and transmission business offers a variety of storage and transportation services to customers at the Dawn Hub, the largest integrated underground storage facility in Canada and one of the largest in North America. Enbridge Gas Inc. is owned by Enbridge Inc., a Canadian-based leader in energy transportation and distribution.

For more information, visit [www.enbridgegas.com](http://www.enbridgegas.com) or follow us on Twitter @EnbridgeGas.

- 30 -

### **For more information, please contact:**

Fire Chief Allan Cole, Horton Fire Department  
Tel: 613-432-6271 ext. 106  
Email: [firechief@hortontownship.ca](mailto:firechief@hortontownship.ca)

Kathy Ash, Fire Marshal's Public Fire Safety Council  
Tel: 1-866-379-6668 ext. 105  
Email: [kathy.ash@firesafetycouncil.com](mailto:kathy.ash@firesafetycouncil.com)

Enbridge Gas Media  
Email: [enbridgegasmedia@enbridge.com](mailto:enbridgegasmedia@enbridge.com)

**RETURN TO AGENDA**



# Enbridge Gas teams up with Horton FD to improve home safety

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"It's a program that fire departments can adopt to help educate their communities about the requirement for all Ontario homes to have a CO alarm if they have a fuel-burning appliance or an attached garage," he said.

Chief Alan Cole said the Horton department is honoured to again be a participant in the *Safe Community Project Zero* program.

"Our distribution strategy of Facebook, Township web page promotions, and distribution through our volunteer firefighter network and the Township Office front desk, has ensured that these detectors get to those who need them the most," he said. "There is no reason on this earth why every home should not be equipped with a working smoke or smoke/CO alarm."

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Enbridge Gas presented the Horton Fire Department with 120 combination smoke and carbon monoxide detectors recently to improve home safety. From the left are Horton Fire Chief Allan Cole, Fire Committee Chair, Councillor Daina Proctor, Horton CAO Hope Dillabough, Everett Milotte, Eastern Region Operations Supervisor, Enbridge Gas Inc., and Horton Deputy Fire Chief Michael Fortier.