



THE CORPORATION OF THE TOWNSHIP OF HORTON
PROTECTIVE SERVICES COMMITTEE

September 21st, 2023
5:00 p.m.

1. Call to Order
2. Declaration of Pecuniary Interest
3. Minutes from Previous Meeting
 - i. July 6th, 2023 **PG.2**
4. MLES Report April – June 2023 **PG.4**
5. Fire Chiefs Report and Update **PG.7**
6. New Business
7. Next Meeting Date
 - i. November 16th, 2023 – 5:00 p.m.
8. Adjournment

RETURN TO AGENDA

THE CORPORATION OF THE TOWNSHIP OF HORTON

Protective Services Committee Meeting

July 6th, 2023

5:00 p.m.

There was a Meeting of the Protective Services Committee held on Thursday July 6th, 2023, in the Horton Council Chambers. Present was Chair Daina Proctor, Councillor Glen Campbell, and Public Advisory Member Spencer Hopping. Staff present was Fire Chief Allan Cole, Deputy Fire Chief Mike Fortier, and CAO/Clerk Hope Dillabough – Recording Secretary.

Mayor Bennett sent his regrets.

1. CALL TO ORDER

Chair Proctor 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) May 18th, 2023

Moved by Spencer Hopping

Seconded by Councillor Campbell

THAT the Protective Services Committee accept the Minutes of May 18th, 2023.

Carried

4. FIRE CHIEF'S REPORT AND UPDATE

Fire Chief Allan Cole presented the report.

He reviewed the call outs/responses between May 17th and July 4th which totalled to 11. There was a lot of discussion as it pertained to the private roads assessment and the Limited Service Residential (LSR) zoning. The importance of public education was discussed to ensure that private road residents understand they may have limited services from the municipality due to not being on a municipally owned and maintained road. It was discussed that staff will look more in depth to the definition of LSR upon the Comprehensive Zoning By-Law review slated for 2024.

Fire Chief Cole and Deputy Fire Chief Fortier discussed the current burn ban and the Restricted Fire Zone (RFZ) placed on much of Ontario by the Ministry of Natural Resources and Forestry. It was determined that more consistent messaging from the province is key in educating residents about the burn ban issued. There have been 3 burning complaints that the Fire Department followed up on regarding the ban, and 2 of those included charges laid.

Fire Chief Cole also reviewed that the Horton Fire Department sent 4 firefighters and one apparatus under the request of Mutual Aid by Greater Madawaska's Fire Department for one full day to assist in the Centennial Lake Bush Fire.

The Request for Proposal for the provision of the replacement for Truck 9837 has been issued and scheduled to close August 1st. There was discussion that staff may look at potentially extending the deadline.

Fire Chief Cole briefly reviewed the 'Essentials of Fire Protection' online course for staff and Committee members. Generally, it's been offered in person however they have shifted to online learning only at this time. Chief Cole is to provide CAO/Clerk Dillabough the link for the course so she can send it to council and staff.

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5. STAFF/COMMITTEE MEMBERS CONCERNS

There were no Staff/Committee concerns.

6. NEW BUSINESS

7. NEXT MEETING DATE

The next meeting will be held September 21st, 2023 at 5:00 p.m.

8. ADJOURNMENT

Chair Proctor declared the meeting adjourned at 5:57 p.m.

CHAIR Daina Proctor

CAO/Clerk Hope Dillabough

Horton Twsp. - APRIL 2023

#	Date	Complainant	Location	Status	Total Calls
1	02-Apr	Stray Dog	Castleford Rd	Resolved	1
2	04-Apr	Hand Delivered		Resolved	1
3	05-Apr	Dogs at Large	River Rd	Resolved	1
4	10-Apr	Stray Dog	Fraser Rd	Resolved	1
5	13-Apr	Missing Dog	Lime Kiln Rd	Resolved	1
6	14-Apr	Rats	Johnstone Rd	Resolved	1
7	15-Apr	Dogs and Chickens	Pinnacle Rd	1st Warning	1
8	16-Apr	Stray Dog	Storyland	Resolved	1
9	20-Apr	Barking Dog	Garden of Eden Rd	1st Warning	1
9	22-Apr	Property Standards	Thomson Hill Cementr	Resolved	1
10	26 Apr	Stray Cat	Lisa Lane	Resolved	1
TOTAL					11

Horton Twsp. - MAY 2023

#	Date	Complainant	Location	Status	Total Calls
1	02-May	Dog at Large	Jennifer Lane	1st Warning	1
2	03-May	Missing Dog	Storyland Rd	Resolved	1
3	04-May	Property Standards	Nabodney Lane	Resolved	1
4	06-May	Skunk	Pucker St	Resolved	1
5	09-May	Stray Dog	Burnstown Rd	Resolved	1
6	09-May	Missing Dog	O' Brien Rd	Resolved	1
7	15-May	Property Standards	Pinnacle Rd	1st Warning	1
8	19-May	Property Standards	Bruce St	1st Warning	1
9	22-May	Stray Dog	Knight St	Resolved	1
10	23-May	Stray Cat	Skebo Lane	Resolved	1
11	26-May	Property Standards	River Rd	Resolved	1
12	30-May	Stray Dog	Melissa Lane	Resolved	1
13	30-May	Missing Dog	Chenau Rd	Resolved	1
Total					13

Horton Twsp. - JUNE 2023

#	Date	Complainant	Location	Status	Total Calls
1	06-Jun	Property Standards	Nadoboney Lane	Resolved	1
2	13-Jun	Fire During Burn Ban	Lochwinnoch Rd	Charges	1
3	13-Jun	Fire During Burn Ban	River Rd	Charges	1
4	13-Jun	Stray Cat	Goshen Rd	Resolved	1
5	20-Jun	Property Standards	Leslie Ave	Resolved	1
6	29-Jun	Drainage Issue	McArthur Lane	Ongoing	1
7	30-Jun	Dog at Large	Storyland Rd	Resolved	1
8	30-Jun	Property Standards	Harold Ave	Resolved	1
Total					8

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LEGEND

- * Same Location
- GOA: Gone On Arrival
- Vicious Dog: A dog that has demonstrated aggressive tendencies but has not actually bitten or attacked
- Dog Attack: Involves a dog that has bitten or attacked a person or animal.
- Other calls: Refers to a calls that don't fit into other category

Monthly Summary 2023									
2023	Animal	Parking	Prop. Stand.	Noise	Other	Pound	Total	Tickets	Charges
Jan	5		1		3		9		2
Feb	4		1		2	1	7		
Mar	5				1		6		
Apr	8		1		2		11		
May	9		4				13		
Jun	2		4		2		8		
Jul									
Aug									
Sep									
Oct									
Nov									
Dec									
Total	33	0	11	0	10	1	54	0	2

[RETURN TO AGENDA](#)



Township of Horton COUNCIL / COMMITTEE REPORT

Title: Monthly Fire Report	Date:	September 21, 2023
	Council/Committee:	Fire Committee
	Author:	J. Allan Cole – Fire Chief
	Department:	Fire

CALL OUTS/RESPONSES:

Call-Outs/Responses July 05, 2023 to September 18, 2023

Total this period – eight.

- MVC (x5)
- Burning Complaint – No Permit/RFZ (x1)
- Fire Alarm Activation (x1)
- CO/Smoke Alarm Activation (x1) – call cancelled en-route.

MEETINGS:

CNL Tour of Training Tower and future RTC – Chalk River 2023-08-30

Chief's Meeting – Pembroke 2023-09-06

TRAINING/WORKSHOPS/:

- Practical Evolutions NFPA 1001 FF1&2 to meet minimum requirements of Ontario Seal
- Action Training (On-line series of training videos and tests) has been renewed for another year.

CORRESPONDENCE:

- Fire Marshal's Communique # 2023-09 Interpretation of S. 6(3) of the FPPA 1997 (attached)
- OFM – Notification of new Fire Protection Advisor for the area (attached)
- MNRF – Restricted Fire Zone lifted effective July 11, 2023 (attached)
- Note: Horton Township lifted their Total Fire Ban, Reference Open Air Burning By-Law 2016-23 also on July 11, 2023 (attached)
- Fire Marshal's Communique # 2023-10 Essentials of Municipal Fire Protection

FIRE PREVENTION/INSPECTION:

- Fire Prevention Week is October 08 – 14, 2023.
- This year's theme is "Cooking Safety Starts With YOU"
- HFD has our Fire Prevention Week Kits ready and will be distributing through our Annual Haunted Horton Fire Hall on October 31, 2023

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OUTSTANDING ISSUES/OLD BUSINESS:

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.

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?

Update:

A promotional addition to the quarterly Township Newsletter was added this summer showing minimum required clearances for our vehicles to access your homes on Private Roads.

This is the start of the Awareness campaign as discussed at previous Committee Meetings.

Home for Youth at Risk 776 Bruce St.

A request for a meeting with the owner group of Transitions Rehabilitation + Healthcare was presented to the Horton Fire Chief and Chief Building Official to discuss plans moving forward with a recently purchased property (776 Bruce St. formerly Sweet Hydroponics). To date a

meeting has not been set up. This is an evolving project, and more info will be provided as available. **No update provided as to status.**

Essentials of Municipal Fire Protection a Decision Makers Guide

At the previous Protective Services Committee Meeting, Staff were directed to investigate further either an on-line training session or an in-person training session on this topic.

Very recently the OFM has announced a revisiting of the previously announced training (see attached)

Horton Fire Department is actively working with our local OFM Fire Protection Advisor to possibly host an in-person session that would benefit Horton and neighboring municipalities within the County. MTF.

NEW BUSINESS

RFQ for 9837 Vehicle Replacement

Tenders were received up to 4:00pm Friday September 01, 2023, with 5 firms expressing interest.

Tender Packages Received:

Urban Ford Sales Ltd.

Expressed Interest but did not submit a bid package.

Kanata Ford Sales Ltd.

Expressed Interest but did not submit a bid package.

Benton Fry Ford.

Submitted Bid Minimum Spec Bid \$85,136.66 inc. HST
Bid was non-compliant and rejected.

Sterlmar Fleet Upfitting

Submitted Bid Minimum Spec Bid \$93,397.02 inc. HST
Bid was compliant and well prepared.

Blue Mountain Chrysler

Submitted Bid Minimum Spec Bid \$74,944.99 inc. HST
Bid was compliant and well prepared.

Recommendation to Committee:

Recommended that Horton Township accept the bid proposed by Blue Mountain Chrysler with the addition of a Crew Cab and Winch Option (as noted in the bid package) for a sum of \$84,092.34.

This is within our Budget Window and allows for some up-pricing options to enhance the vehicle.

Renfrew County CACC Fire Dispatching Hardware Replacement

“County Council approved a new console and radio system for the Fire Radio Dispatch be purchased from BearCom in the amount of \$318,710

plus applicable taxes. A cost-sharing agreement between the following 17 user agencies will be finalized at a later date: Towns of Deep River, Laurentian Hills, Petawawa, Renfrew, the Townships of Admaston/Bromley, Bonnechere Valley, Brudenell, Lyndoch and Raglan, Greater Madawaska, Horton, Killaloe, Hagarty and Richards, Laurentian Valley, Madawaska Valley, McNab/Braeside, North Algona Wilberforce, Whitewater Region, the City of Pembroke, and the Algonquins of Pikwakanagan First Nation. The system will be placed in the County of Renfrew Asset Management Plan.”

Costing details were originally worked out as equal sharing between departments. I understand that County Council Approved an alternate billing model pro-rating costs based on the municipalities size and tax base. To date official notification has not been provided from County Council to the Municipalities outlining the billing process.

Note: It was mentioned at the Renfrew County Chief’s Association Quarterly Meeting that at no time during this process, other than a presentation from BearCom and Lee Perkins to a Chief’s Meeting, was any member of the Renfrew County Chief’s Association contacted by County Council for any input on this Sole Sourced Purchase.

The installation of the new and removal of the old “Fire Consoles” will take place over the next few weeks. During this time frame, test paging will occur and require Fire Departments to confirm receipt of test pages. Please review the attachment and the schedule below.

- Sept 20 – 22 – new equipment installs and the installation of 2 consoles. These two consoles will allow testing of the new set-up without impacting current operations on our existing equipment. **FDs can expect an increase in test pages and requests for confirmation that paging has been received.**
- Sept 27 – Training Day – Dispatchers will be trained on the operation and functionality of the new Consoles. There are a few exciting changes for us (playback at the consoles, foot pedal to key the mic, etc.) but overall, the console has a very similar feel to the one we are replacing. If any Chiefs / Deputy Chiefs are interested in seeing a training demo, please reach out and we will try and accommodate a viewing for you as well.

- Oct 3 – 5 – Three Consoles will be installed culminating in our cutover day. FDs can expect an increase in test pages and requests for confirmation that paging has been received.
- Oct 10 – 11 – Wrap up and removal of old equipment.

The new system will be compatible with all existing radio paging systems used by the individual fire departments in the County.

Firefighter Recruitment/Retention

We have received a notice of resignation from one of our probationary firefighters. Current roster sitting at 19 Firefighters All Ranks.

Horton Firefighters Association 3rd Annual Fall Classic Golf Tournament

Saturday, October 14, 2023

4 Person Scramble

Entry Fee: \$100.00 per person

18 Hole with Cart/Dinner Included

Contact Firefighter Matt Harper for additional details.

Prepared by: J. Allan Cole, Fire Chief

Reviewed by: Hope Dillabough, CAO/Clerk

Ministry of the Solicitor General

Office of the
Fire Marshal

2284 Nursery Road
Midhurst ON L9X 1N8
Tel: 1-800-565-1842
Fax: (705) 725-7259

Ministère du Solliciteur Général

Bureau du
commissaire des incendies

2284, chemin Nursery
Midhurst ON L9X 1N8
Tél: 1-800-565-1842
Télé: (705) 725-7259

**VIA E-MAIL**

August 10, 2023

Dear Fire Chief:

This notice is to inform you of a change to your assigned Fire Protection Adviser due to staff changes within Field and Advisory Services.

Please note that your new Fire Protection Adviser as of August 10, 2023 will be Fire Protection Adviser Shannon Armitage. Please find their contact information below:

Shannon Armitage, Fire Protection Adviser

Cell: (249) 288-8315

E-mail: Shannon.Armitage@ontario.ca

If you have any questions, please feel free to liaise directly with your newly assigned adviser.

Yours truly,

Jennifer Cooper

Jennifer Cooper
Operations Manager
Office of the Fire Marshal

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COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL
BUREAU DU COMMISSAIRE DES INCENDIES

September 18, 2023

No. 2023-10

New Accessible Educational Resources

The Office of the Fire Marshal (OFM) continues to modernize the delivery of our programs. We are pleased to announce the addition of two new educational resources now available online:

1. Community Risk Assessment (CRA) Tutorial
2. Essentials of Municipal Fire Protection - A Decision Makers Guide

Participants can register for each seminar here (<https://ofmem-fas.adobeconnect.com/admin/show-event-catalog?folder-id=9298177038>) and they are available to participants in both official languages.

The Essentials of Municipal Fire Protection is now available in three formats, including in person, live virtual and this new self-directed e-learning opportunity. The Essentials of Municipal Fire Protection - A Decision Makers Guide highlights the fundamentals of fire protection services related to:

- Roles and responsibilities
- Fire protection service delivery options
- OFM services and tools to support fire protection services.

This course is designed for individuals who make decisions regarding the fire protection services in your municipality, including, but not limited to, members of council (mayor, CAO, etc.) and fire chiefs.

The Community Risk Assessment (CRA) educational tutorial highlights the requirements related to Ontario Regulation 378/18 *Community Risk Assessment* made under the *Fire Protection and Prevention Act, 1997* (FPPA), as well as:

- Explanatory information related to the mandatory profiles outlined in Schedule 1
- Worksheets to support the completion of a CRA
- Information regarding additional resources to support municipalities and fire service leaders

As the deadline for Municipalities to have a completed Community Risk Assessment approach, this educational resource will assist you in understanding the requirements under the Regulation by July of 2024.

For all enquiries related to these educational resources, please contact your local Fire Protection Adviser.



COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL
BUREAU DU COMMISSAIRE DES INCENDIES

September 6, 2023

No. 2023-09

Interpretation of s. 6(3) of the *Fire Protection and Prevention Act*

The Office of the Fire Marshal (OFM) has received a number of enquiries from the fire service about fire chiefs' roles and responsibilities with respect to reporting to municipal council. In light of these enquiries, the Fire Marshal has determined that it is appropriate to provide an interpretation of Section 6(3) of the [Fire Protection and Prevention Act, 1997](#) (FPPA).

Section 6(1) of the FPPA stipulates that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities shall appoint a fire chief for the fire department.

Section 6(3) of the FPPA then specifies the relationship between the fire chief and council as follows:

Responsibility to council

6(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

While a municipality may choose to have the fire chief report through an administrative organizational structure, the fire chief remains accountable directly and individually to council for all aspects of fire safety and the delivery of fire protection services within the municipality.

It is also important that any consideration of these matters be risk-based, as communities are required under [O. Reg. 378/18: Community Risk Assessments](#) to use their community risk assessments to inform decisions about the provision of fire protection services by no later than July 1, 2024.

If you have any questions, please speak with your Fire Protection Adviser.

RFZO 2023-05-R

FOREST FIRES PREVENTION ACT**RESTRICTED FIRE ZONE ORDER**

WHEREAS the undersigned, declared Restricted Fire Zones 15, 16, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27 and 28 of the Ontario Fire Region referred to in the Schedule to Ontario Regulation 207/96, as amended, to be a restricted fire zone by Restricted Fire Zone Order **2023-01** under section 37 of the *Forest Fires Prevention Act*, R.S.O. 1990, c. F. 24;

AND WHEREAS it is now desirable to revoke the aforementioned Restricted Fire Zone Order **2023-01**;

NOW THEREFORE the undersigned hereby revokes Restricted Fire Zone Order **2023-01** dated the 1 day of June, 2023 pursuant to section 37 of the *Forest Fires Prevention Act*, R.S.O. 1990, c. F.24, effective as of 16:00 hours, local time, on the 11 day of July, 2023.



Tracey Mill
Assistant Deputy Minister
Provincial Services Division

Dated at Sault Ste Marie
this 11 day of July, 2023

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Horton Township

(613) 432-6271



2253 Johnston Rd., Renfrew

reception@hortontownship.ca

Fire Ban - Level 1

As of July 11th, 2023 the Ministry of Natural Resources and Forestry have lifted the Restricted Fire Zone (RFZ) in the area, which includes the Township of Horton.

Horton Fire Department has removed their total Fire Ban in conjunction with the MNRF Guidelines.

Campfires are permitted in an approved Fire Pit and with a valid Campfire permit.

Permits can be applied for online at www.hortontownship.ca

Open Air Burning is still RESTRICTED until November 01, 2023

If you have any questions or require additional information, please contact the office at 613-432-6271 or by email reception@hortontownship.ca

Allan Cole, Fire Chief

Mike Fortier, Deputy Fire Chief

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