



**The Corporation of the Township of Tay
Regular Meeting of Council**

**January 10, 2018
10:00 a.m.**

**Municipal Office Council Chambers
Agenda**

1. Call to Order

2. Approval of the Agenda

3. Disclosure of Interest

4. Staff Reports / Other Business

- 4.1 Report from the Fire Chief
Report No. PPP-2018-02
Re: Southwest Fire Academy Agreement

- 4.2 Report from the Clerk
Report No. GGF-2018-04
Re: Canada 150 Funding Agreement – Port McNicoll Library
Community Room AODA Renovation

5. By-laws

- | | |
|---------|---|
| 2018-01 | Agreement, Fire Training (Southwest Fire Academy) |
| 2018-02 | Agreement, Province of Ontario (Canada 150 Fund) |

6. Confirming By-law

7. Adjournment



STAFF REPORT

Department/Function: Protection to Persons and Property Committee

Chair: Mayor Scott Warnock

Meeting Date: January 10, 2018

Report No.: **PPP-2018-02**

Report Title: Southwest Fire Academy Agreement

RECOMMENDATION:

That Staff Report No. PPP-2018-02 regarding the Southwest Fire Academy Agreement be received and;

That Council endorse the Agreement between Tay Fire & Emergency Services and the Southwest Fire Academy and;

That the necessary By-law be presented to Council to authorize the Fire Chief to enter into an Agreement with Southwest Fire Academy to supply training services for Tay Fire & Emergency Services for the training of recruits and firefighters to meet the Township's Establishing and Regulating a Fire Department Bylaw and legislative requirements when required and budgeted for.

INTRODUCTION/BACKGROUND:

The Township of Tay currently has a Fire Department Establishing and Regulating By-law which details the level of service that Council has approved to be delivered to both residents and property throughout the Township. As such, all members of Tay Fire & Emergency Services are required to be trained to a level that makes them competent to complete the tasks assigned to them while performing their duties.

Due to changing needs and legislative requirements, it is becoming more difficult for individual municipalities to be able to meet the standards for training in an efficient and cost effectively manner. Several years ago the municipalities of Tiny Township, Midland, Penetanguishene, Georgian Bay

and Tay Township joined together to train their firefighters and recruits to a level that achieves the standard requirements in a reasonable timeframe.

Recently announced legislative changes have once again required that the type and level of training be at a higher standard. This makes it difficult for our municipality to meet the legislated training and competency standards in a cost effective and timely manner.

ANALYSIS:

Each of the local municipalities did an in-house cost analysis regarding training of both firefighters and recruits. Our Treasury Department confirmed our results, and then Fire Department staff researched potential avenues to achieve a cost effective method of meeting the new requirements. Part of this research included a presentation from Southwest Fire Academy, a certified third party agency who could deliver a program that meets the Townships needs.

After reviewing the analysis from our Treasury Department, it was determined that **there were no real cost savings to be trained to 2017's** standard and level. However, when you factor in the new changes, certification requirements, and potential access to year round recruit training, there are indeed cost savings and time efficiency to be gained if we were to use this agency.

Currently the Ontario Fire College does not provide the training that would meet the needs of a volunteer fire departments time constraints and accessibility.

FINANCIAL/BUDGET IMPACT:

Although the approved 2018 recruit training budget does not cover the total amount required to train the 8 recruits by the Southwest Fire Academy, the savings from not having to pay our trainers to attend the 10 paid weekends will be less than what we have paid and budgeted in the past.

CONCLUSION:

Staff is recommending that Council authorizes the Fire Chief to sign an agreement with Southwest Fire Academy for them to supply the needed training programs to ensure that the recruit firefighters receive the required training necessary to certify them to the level required to meet the Establishing and Regulating Bylaw as well as the legislative requirements.

Prepared By: Brian Thomas, Fire Chief/CEMC

Recommended By:

Date: January 3, 2018

Brian Thomas
Fire Chief/CEMC

Reviewed By:

Date:

Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer

Attachment
Agreement



Southwest Fire Academy Service Agreement

Scope of Work:

Southwest Fire Academy (hereafter known as SFA) agrees to provide Volunteer Firefighter Recruit Training as outlined below:

1. Firefighters will be provided online training resources from IFSTA ResourceOne for the following courses:
 - a. NFPA 1001 Firefighter Level I
 - b. NFPA 1001 Firefighter Level II
 - c. NFPA 472 HAZMAT Awareness
 - d. NFPA 472 HAZMAT Operations Mission Specific
2. SFA will provide 10 days (5 weekends) of practical training locally delivered and 2 days (1 weekend) of live fire training and accommodations at the SFA Campus in Delhi as per the attached schedule 'A'
3. All increased hazard exposure training will be conducted at a student to instructor ratio of 5:1 in accordance with NFPA 1041
4. All live fire training days will be conducted in accordance with NFPA 1403
5. SFA will maintain a complete set of OFMEM Job Performance Requirements for each student in the program. Digital and hard copies will be provided to the Fire Chief at the end of the training program
6. SFA will complete and OFMEM testing and certification paperwork for the Fire Chief to submit to the OFMEM for testing dates requested by the Fire Chief
7. SFA will provide each student with 2 t-shirts for the training program
8. SFA will provide quantitative fit testing for SCBA (Scott or MSA)
9. SFA will provide WSIB and Insurance Certificates

Fees and Payment Schedule:

1. The entire cost of the program is \$995.00 per student registered
2. Optional Costs:
 - a. \$250.00 for any firefighter that only requires NFPA 1001 Firefighter Level II
 - b. \$250.00 for any firefighter that only required NFPA 472 HAZMAT Operations Mission Specific
 - c. \$50.00 for bunker gear rental
 - d. \$50.00 for SCBA rental
 - e. \$10.00 to fit test for N-95
3. 50% of the training costs are due on registration and the remainder is due when the training records have been submitted to the Fire Chief at the end of the course.



Southwest Fire Academy Service Agreement

Schedule 'A' – Training Schedule

December 10, 2017 – Recruit Orientation – Midland Fire Department

January 19 – 21 – Tay Station 5

February 24 – 25 – Tiny Station 3 and Tay Station 2

March 17 – 18 – Tiny Station 3 and Tay Station 2

April 7 – 8 – Tay Station 2 and Tay Station 5

April 21 – 22 – Tay Station 2

May 26 – 27 – SFA Campus

Signed for Southwest Fire Academy:

Date: Dec 10/17

A handwritten signature in black ink, appearing to be 'Gord Roesch', written over a horizontal line.

Gord Roesch – President SFA

Signed for Tay Fire Department:

Date: _____

Fire Chief Brian Thomas



STAFF REPORT

Department/Function: General Government & Finance

Chair: Mayor Warnock

Meeting Date: January 10, 2018

Report No.: **GGF-2018-04**

Report Title: Canada 150 Funding Agreement – Port
McNicoll Library Community Room AODA
Renovation

RECOMMENDATION:

That Staff Report No. GGF-2018-04 regarding Canada 150 Funding Agreement – Port McNicoll Library Community Room AODA Renovation be received;

And that the Township of Tay enter into a contribution agreement with the Province of Ontario under the Canada 150 Community Infrastructure Program for CIP Project#810309 – Upgrade of Port McNicoll Library's Community Room Accessibility in the amount of \$21,986;

And that the remaining funding required to complete the project as designed come from the Library General Reserve;

And that the required by-law to authorize the contribution agreement be brought forward for consideration;

And further that due to the March 31st project completion deadline that the requirements under the Procurement Policy for the issuance of a Tender or Request for Proposal, as well as Council approval, be waived, and that staff be authorized to sole source portions of the project as required with expenditures being authorized by the C.A.O which may exceed the current \$25,000 purchasing limit.

INTRODUCTION/BACKGROUND:

In May 2015, Council authorized staff to apply to the Canada 150 Community Infrastructure Fund for funding towards various projects, one being the renovation of the Port McNicoll Library community room to improve accessibility.

In December 2017, staff received notice from the Province that as there were remaining funds left for the program, provided the project could be completed by March 31, 2018, 33% funding was now available for the Port McNicoll Library project. The project includes a new exterior AODA rear door with power operator, new exterior pathway, new interior ramp, and AODA washroom.

ANALYSIS:

The renovation of the community room was approved in the 2017 Library Budget with partial funding from grants and the municipality's portion funded from library reserves. In the 2018 preliminary budget, the project was split into two, with the exterior pathway being seen as an immediate health & safety priority. The balance of the project was deferred in the Long Term Plan to 2025.

While the timeline will be tight staff do anticipate being able to complete the project prior to March 31st, 2018. In order to facilitate this staff are requesting that the normal procurement requirements be waived to allow for sole source procurement of materials, contractors, etc.

FINANCIAL/BUDGET IMPACT:

Staff obtained an estimate of the total renovation costs at \$66,500 (including building permit, drawings, construction & project management).

The Canada 150 Community Infrastructure Grant is \$21,986 representing 33% of project costs, which will require the balance of \$44,514 to be funded from reserve.

If approved, an amendment to the 2018 Budget will be included in the final draft in April to include the project with the municipal share of the funding coming from the Library General Reserve.

CONCLUSION:

Staff is recommending that the Township of Tay enter into an agreement with the Province of Ontario for the Canada 150 Community Infrastructure Funding and that the requested exemptions to the Township's Procurement Policy be approved to facilitate completion of the project by March 31st, 2018.

Prepared By: Alison Gray, Clerk

Recommended By:

Date:

Alison Gray, BAH, CMO, AOMC
Clerk

Reviewed By:

Date:

Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer



Ms. Alison Thomas
Clerk
The Corporation of the Township of Tay
450 Park Street, Post Office Box 100
Victoria Harbour, ON L0K 2A0

Re: CIP150 Project #810309 - Upgrade of Port McNicoll Library's Community
Room Accessibility

Dear Ms. Thomas:

Further to the June 2017 letter requesting information on the status of the above-noted project, I am pleased to inform you that the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) has approved your application for project funding under the Canada 150 Community Infrastructure Program (CIP 150).

Your CIP 150 project has been approved for a non-repayable contribution of up to \$21,986 representing 33% of total eligible project costs for the above-noted project which must be completed, with all costs incurred, by March 31, 2018.

A project officer has been assigned to you and will follow up to assist with expediting a contribution agreement for your project and any questions you may have regarding your project. The agreement will outline the contracting details, claims information, and communication opportunities for your funded project.

Also, if you have not already submitted one with your application, a resolution of your Council duly authorizing or endorsing your CIP 150 project is required. Please ensure that the resolution demonstrates that it has been passed and references FedDev Ontario, the CIP 150 contribution agreement, the CIP 150 project title, and the approved funding amount.

Should you have any immediate questions, please feel free to contact FedDev Ontario at 1-866-593-5505.

The FedDev Ontario team is looking forward to working with you on your project.

Regards,

Lisa Baum
Manager
Infrastructure and Business Development
Federal Economic Development Agency for Southern Ontario

Canada