

**DRAFT MINUTES OF THE REGULAR MEETING OF COUNCIL  
OF THE TOWNSHIP OF LARDER LAKE  
HELD IN COUNCIL CHAMBERS ON Tuesday, February 28, 2017, 7:00 P.M.**

**Mayor: Gary Cunnington**  
**Councillors: Jim Stevens**  
**Tom McGuire**  
**Kathleen Bougie**  
**Mike Minor**

**Staff: Dwight McTaggart, CAO**

**1. Call to Order**

The meeting was called to order at 7:00 P.M. by Mayor, Gary Cunnington.

**2. Adoption of Current Agenda**

**Moved By: Mike Minor**  
**Seconded By: Kathleen Bougie** **Motion # 1**

That the agenda for the February 28, 2017 Council Meeting be adopted as presented.

**Carried**

**3. Declaration of Pecuniary Interest** None

**4. Confirmation of Minutes of Last Meeting**

**4.1 Council Minutes – February 14, 2017**

**Moved By: Kathleen Bougie**  
**Seconded By: Mike Minor** **Motion # 2**

That the minutes of the Council meeting held on February 14, 2017 is adopted as presented.

**Carried**

**5. Committees and Delegations** None

**6. Letters & Communications**

**6.1 Does the community wish to participate in the Communities in Bloom Program?**

**Moved By: Mike Minor**  
**Seconded By: Kathleen Bougie** **Motion# 3**

That Council hereby agrees to participate in the Communities in Bloom Program in celebration of Canada's 150<sup>th</sup> Anniversary.

**Defeated**

6.2 Benson Lake Cottage Association is requesting their 2016 road maintenance grant.

**Moved By; Kathleen Bougie**

**Seconded By: Mike Minor**

**Motion# 4**

That Council hereby agrees to grant the Benson Lake Cottage Association their 2016 road maintenance grant for the amount of \$2,353.13.

**Carried**

**7. Committee Reports** None

**8. Staff Reports**

8.1 The Fire Department 4<sup>th</sup> Quarter report.

**Moved By: Mike Minor**

**Seconded By: Kathleen Bougie**

**Motion# 5**

That Council hereby agrees to adopt the Larder Lake Volunteer Fire Department 2016 4<sup>th</sup> quarter report as presented.

**Carried**

This report can be viewed as an appendix.

**9. Unfinished Business** None

**10. New Business**

10.1 Council agrees to adopt Finance Administration Meeting of Council recommendation to approve the 2017 Capital Budget.

**Moved By: Kathleen Bougie**

**Seconded By: Mike Minor**

**Motion# 6**

That Council hereby agrees to adopt the Finance Administration Meeting of Council recommendation to approve the 2017 Capital Budget which includes a \$30,000 reduction in project costs.

**Carried**

10.2 That Council adopt the Finance Administration Meeting of Council recommendation to accept the 2017 Operations Budget.

**Moved By: Jim Stevens**

**Seconded By; Tom McGuire**

**Motion# 7**

That Council hereby agrees to adopt the Finance Administration Meeting of Council recommendation to approve the 2017 Operations Budget which includes a 10% reduction in residential taxes of 10% from the original budget.

**Carried**

10.3 That Council adopt the Finance Administration Meeting of Council recommendation to accept the revised drawings for the new Emergency Services Building.

**Moved By: Tom McGuire**  
**Seconded By: Jim Stevens**

**Motion# 8**

That Council hereby agrees to adopt the Finance Administration Meeting of Council recommendation to approve the revised floor plans for the Emergency Services Building.

**Carried**

**10.4 Review and approve the Employee and Volunteer Screening Policy.**

**Moved By: Jim Stevens**  
**Seconded By: Tom McGuire**

**Motion# 9**

That Council hereby agrees to adopt the Employee and Volunteer Screening Policy as presented.

**Carried**

**10.5 Review and approve the Parks & Recreation Concussion Policy.**

**Moved By: Tom McGuire**  
**Seconded By: Jim Stevens**

**Motion# 10**

That council hereby agrees to adopt the Parks & Recreation Concussion Policy as presented.

**Carried**

**11. Notice of Motion**      None

**12. Set date for next Council meeting.**

**12.1** The date for the next scheduled Council meeting will be Tuesday, March 14, 2017.

**13. General public question and answer period (10 minutes)**

**14. To pass a By-law to confirm proceedings of Council**

**Moved By: Tom McGuire**  
**Seconded By: Jim Stevens**

**Motion # 11**

That By-Law No. 1605-17 being a by-law to adopt certain proceedings of Council is given 1<sup>st</sup> and 2<sup>nd</sup> reading.

**Carried**

**Moved By: Jim Stevens**  
**Seconded By: Tom McGuire**

**Motion # 12**

That By-Law No. 1605 -17 being a by-law to adopt certain proceedings of Council is given 3<sup>rd</sup> and final reading.

**Carried**

**15. Adjourn Meeting**

**Moved By: Tom McGuire**  
**Seconded By: Jim Stevens**

**Motion # 13**

That since there is no further business that this meeting is now adjourned at 7:16 P.M.

**Carried**

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**Mayor**

**Cc. Ross, Pope and Associates**

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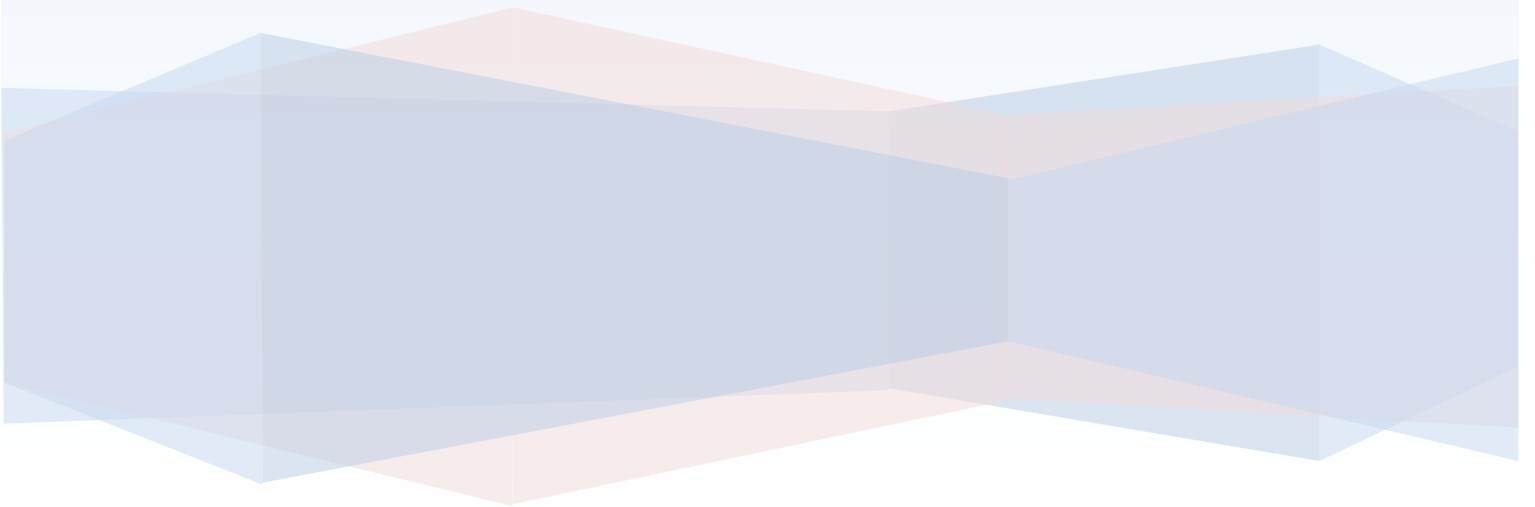
**Clerk-Treasurer**

# APPENDIX

# THE CORPORATION

Fourth Quarter Report

Larder Lake Township



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## ***Fire Prevention & Public Education***

- The annual children's Christmas party was a successful event involving lunch, an inflatable, Santa, gifts, draw prizes, Sparky the fire dog. The fire prevention promotional items included: smoke and carbon monoxide alarms, a Sparky bobble head, crayons, tattoos, a Sparky doll, stickers, a backpack, coloring books, and a t shirt. Musical entertainment was lined up, but didn't happen due to a last minute cancellation.
- A list of contact companies was provided to a local business in order for their fire suppression equipment to be properly inspected and maintained.
- The department's Facebook page displayed a number of posts throughout the last few months of 2016, which include: a fire prevention week safety message about checking alarms, a Halloween safety message, a post about clothes dryer safety, an alarm recall, pictures from the Christmas parade, a safe and happy holidays message, a children's Christmas party poster, a promotion for the 12 days of holiday fire safety campaign (Ontario Association of Fire Chiefs), and, finally, a picture of Sparky with Santa. Some of the public education materials posted on Facebook were also made available and displayed at the township office and handed out at a library event for youth.
- A door to door alarm inspection blitz was scheduled for fire prevention week, but didn't happen due to a low attendance turnout.
- Information on carbon monoxide alarm requirements was provided to a relatively large scale landlord.
- Fire alarm promotion banners were on display at the tourist center throughout fire prevention week.
- Firefighters handed out treats and youth fire education materials on Halloween, and they toured the streets in a department vehicle to provide a sense of security for kids going door to door.
- Fire trucks and Sparky the fire dog were on display in the Christmas parade.
- T-shirts with fire department insignia were ordered for the firefighters to wear at public events when representing the organization as an attempt to promote a good image within the community.
- Public Works are to thank for ensuring alarms are up to par at the ski chalet and at the centre de santé.
- Township newsletter posts included: a carbon monoxide and check alarms safety message, a winter driving preparedness advertisement, tips to prevent heating equipment fires, and a holiday fire safety message.
- Firefighter, Scott Luke, spent some time familiarizing himself with the hazard house, which is a public education tool that has yet to be used as it seems to be fairly elaborate.
- A full page fire prevention week advertisement was put in the newspaper in conjunction with all other fire departments in the area.

## *Operations & Training*

- Larder Lake hosted the annual Municipal Emergency Control Group training exercise and meeting for the townships of Larder Lake, McGarry and Gauthier. This involved a review of the annual municipal maintenance checklist, the hazard identification and risk assessment, the emergency response plan, and the critical infrastructure list. A couple of training videos were watched regarding continuity of operations, and a presentation on emergency management in Ontario was led by our sector's provincial representative. A group table top exercise was then conducted. The original agenda was cancelled as a result of poor weather, which is unfortunate because there was a strong line up of presenters prepared to talk about forest fires. A report on the event proceedings was provided to everyone involved.
- Larder Lake's new electronic hazard identification and risk assessment document was provided to the Township of Gauthier to serve as a template so their own can be developed.
- The province's revised 2016 annual municipal maintenance checklist for emergency management emphasizes the need to establish an appointed Emergency Management Program Committee with an identified chairperson. The committee structure requirements are laid out in the Emergency Management and Civil Protection Act. The formal establishment of such a committee is immediately recommended.
- Firefighter, Wayne McLaughlin, attended a training session hosted by the Gauthier Fire Department on the topic of fire extinguishers.
- Firefighter, David Moncion, attended a training session hosted by the Gauthier Fire Department on the topic of propane emergencies.
- The Ontario Fire College has provided the department with electronic training resources regarding fire code regulations and inspections.
- A training session took place that involved filling a bay with smoke using a machine and having firefighters simulate search and rescue tactics.
- Firefighters, Mark Jensen and Scott Luke, took advantage of generous training opportunities offered through Kirkland Lake Fire Services.
- Firefighter, Bryan Bilodeau, has registered with the Ontario Fire College for online courses on hazardous materials and fire related legislation.
- An in house training session took place on the topic of breathing apparatus familiarization.
- Firefighters were emailed information on the full weekend Northeastern Fire Education Conference in Huntsville. One member showed interested, but couldn't attend due to a scheduling conflict. Interim Fire Chief, Jason Georgeoff, plans to attend.
- An automatic call was made to dispatch by an alarm monitoring company, but no response was required. The chief was notified who contacted the resident to ensure everything was alright.
- There were no emergency responses required throughout this reporting period for the first time in at least two years.



## ***Equipment & Maintenance***

- A test page from dispatch failed and the problem was resolved by coordinating amongst dispatch and a wireless solutions company.
- The satellite phone bills were repeatedly inaccurate a few times in a row, so each time it occurred a phone call had to be made to sort it out and it's now in order.
- The big pumper truck passed its annual safety without issue.
- Both pumper trucks passed their annual certified pumping inspection.
- A heating company was brought in to clean and services the furnace at the fire hall.
- A new monthly vehicle check schedule has been drafted for implementation in 2017.
- A bunker coat and vehicle shelter belonging to the department has been declared and advertised as surplus.
- Feelers went out to suppliers of breathing apparatus compressors and to neighboring departments.
- A work party led to the following odd jobs being accomplished: installed heat shields on pumper trucks, removed backpack pumps from service for the winter, covered of a hole under a bay door to prevent heat loss, performed documented vehicle checks, cleaned in general, identified surplus bunker gear, moved the trailer so not to interfere with snow removal, ran gas engines, conducted a joint health and safety inspection, troubleshot an internet problem, and troubleshot a problem with clearing the camera memory card.
- All breathing apparatus kits were inspected in house to ensure serviceability.

## ***Personnel & Administration***

- Two new firefighters have been added to the roster and they both attended an orientation session.
- Jason Georgeoff, in his role as Community Emergency Management Coordinator, was on route to an emergency management sector meeting and training session in Sudbury, but only made it part way there due to personal vehicle problems.
- Fire Chief John Fredericks took a job as Fire Chief in Yellowknife in the Northwest Territories. As a result, Jason Georgeoff has been appointed as Interim Fire Chief.
- A retirement gift was presented to firefighter Tony Cliche at the township Christmas party as he steps away after over forty years of service with the department.
- Four firefighter memberships were discontinued as a result of unacceptable training attendance.

- Prior to his departure, Fire Chief John Fredericks advised that he could no longer accept payment from the township due to the realization that it goes against the code of ethics applying to his position with Kirkland Lake Fire Services as our relationship was independent of the Town of Kirkland Lake.
- Fire Chief John Fredericks informed via email from Yellowknife that he still plans to submit a strategic plan and additional standard operating guidelines for the department.
- Representatives of the department took part in the Remembrance Day ceremony.
- Some time went into reviewing plans for the new emergency services building and budgeting for 2017.
- Kirkland Lake Fire Services has a new Fire Chief, and the Township of McGarry has a new Community Emergency Management Coordinator.
- A firefighter application was submitted from a resident with over twenty years on the department and has declared interest in the fire chief position.
- A regular firefighter meeting took place involving: a joint health and safety committee meeting, review of the second quarter department report to council, a chief position update, a section 21 guideline review, a standard operating guideline review, a fire marshal communique review, and an officer discussion concerning vehicle checks, budgeting, and 2017 scheduling.
- The Town of Kirkland Lake doesn't seem interested in sharing their fire chief position for the time being until their chief settles into his new role a bit.
- A firefighter who is currently on medical leave has verbally advised of resignation from the department, although, despite a request, nothing has been submitted in writing as of yet.
- The annual firefighter payout for points and snow removal reimbursement took place. The monetary value of a point is inversely proportional to the total accumulated points for all members throughout the year. There were fewer points awarded partially as a result of low attendance, but also because of changes to the system making them less obtainable. As a result, one point was worth \$75 in 2016. Some firefighters are estimated to have cleared \$50 per hour, although there are some who volunteered their time to do extra work without any compensation. To correct this issue moving forward, a cap will be applied to maximize the value of a point.
- An external advertisement for a part time fire chief position was put in the newspaper (online and in print) and posted through Employment Options, as well as on the township website. There are two local residents who have declared an interest in the job.
- In regards to emergency management, the Ontario Disaster Relief Assistance Program does not exist anymore. It has been replaced by two different programs, those being: Disaster Recovery Assistance for Ontarians and Municipal Disaster Recovery Assistance.

## 2016 LLFD Membership Statistics

2015 average training attendance = 6.8 2016 average training attendance = 6.1

2015 average response attendance = 9 2016 average response attendance = 7.9

There were 2 new recruits in 2016

There were 8 resigned/retired/dismissed (including the chief and a captain)

There are 18 current members - 1 of which is on medical leave and another 2 on student leave

There was zero on the job firefighter injuries in 2016

### *Number of training sessions attended out of town in 2016 by LLFD personnel:*

1 firefighter in Englehart Jan 13  
2 firefighters in Kirkland Lake Jan 19  
2 firefighters in New Liskeard Jan 21  
1 firefighter in Kirkland Lake Jan 26  
2 firefighters in Kirkland Lake Mar 10  
1 firefighter in North Bay Apr 1-3  
2 firefighters in New Liskeard Apr 28  
2 firefighters in Harley Township May 12  
1 firefighter in Kirkland Lake June 24-26  
1 firefighter in Kirkland Lake Oct 27  
2 firefighters in Kirkland Lake Nov 8  
1 firefighter in Kirkland Lake Nov 15  
1 firefighter in Kirkland Lake Nov 24  
1 firefighter in Kirkland Lake Nov 29  
1 firefighter in Dobie Dec 1

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TOTAL: 21

## Larder Lake Fire Department 2016 Average Monthly Attendance

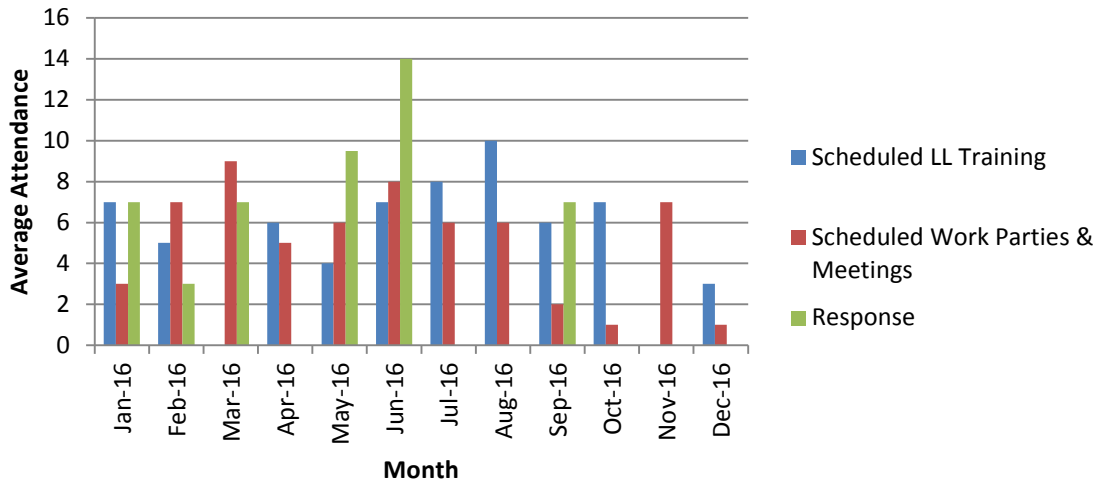


Figure 1 - The average 2016 monthly attendance at responses & scheduled Larder Lake training, work parties & meetings. This does not include events, Kirkland Lake training, other training or extra work.

## Larder Lake Fire Department 2016 Scheduled Training Attendance

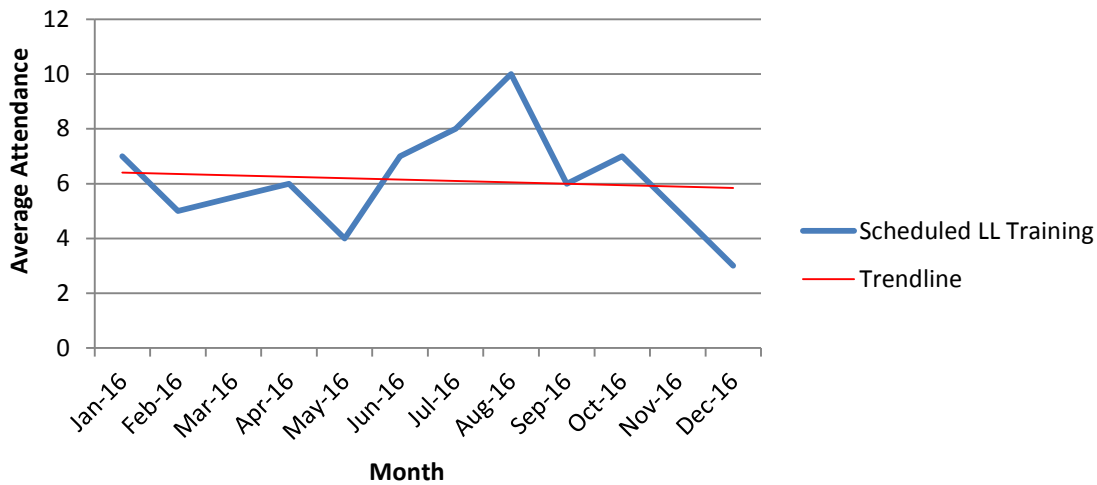


Figure 2 - The 2016 average monthly attendance for scheduled training in Larder Lake with a trend line (not including training in Kirkland Lake or other training).

### Larder Lake Fire Department 2015 & 2016 Scheduled Training Attendance

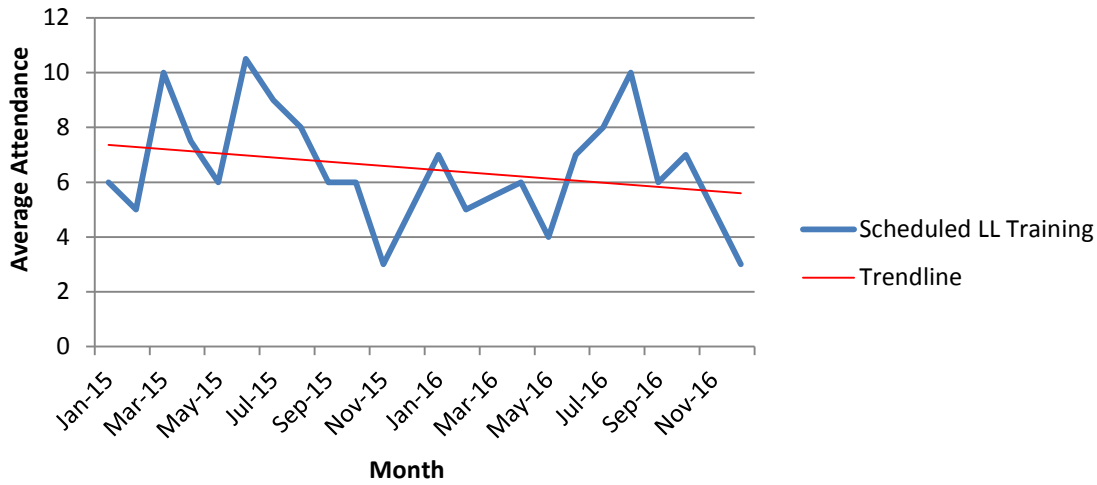


Figure 3 – The 2015 & 2016 average monthly attendance for scheduled training in Larder Lake with a trend line (not including training in Kirkland Lake or other training).

### Larder Lake Fire Department 2016 Scheduled Meeting & Work Party Attendance

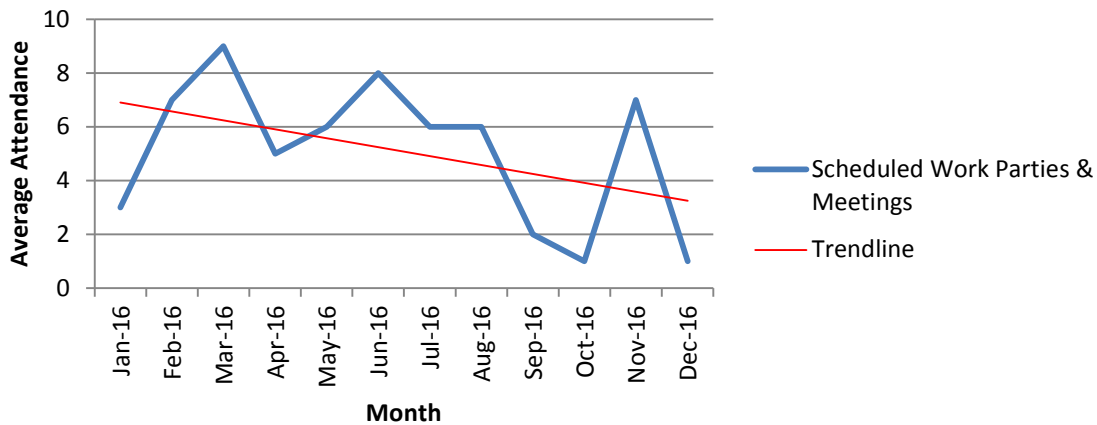


Figure 4 - The 2016 average monthly attendance for scheduled work parties & meetings (not including extra work or events).

## Larder Lake Fire Department Selected Individual 2016 Attendance

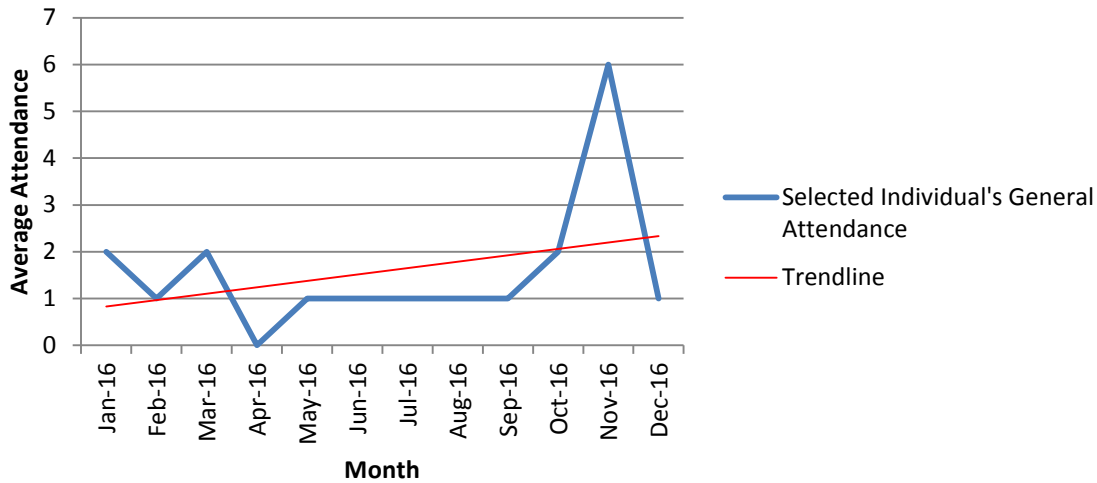


Figure 5 - The 2016 average monthly general attendance for a selected firefighter to indicate an increase presumably as a result of an attempt to meet minimum point requirements at year end. Notice the spike in attendance right before the point payout in mid-December (to obtain the required 50%). Perhaps if payouts were on a quarterly basis rather than annual, then the spikes would be seen each quarter. Please note that only a couple members seemed to be affected by this trend and the entire department's attendance does not present a similar pattern.

## Larder Lake Fire Department Selected Individual 2016 Attendance

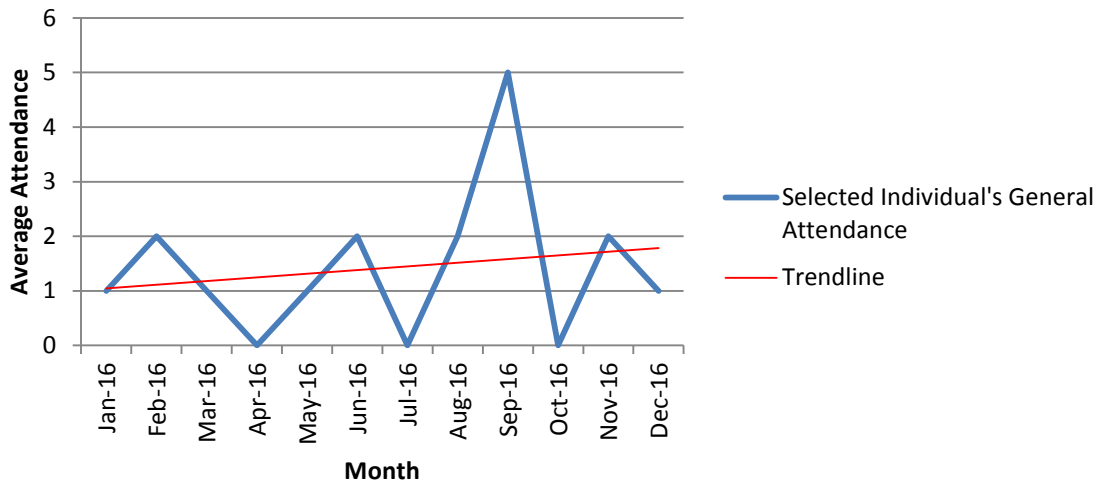


Figure 6 - The 2016 average monthly general attendance for a selected firefighter to indicate an increase presumably as a result of an attempt to meet minimum point requirements at year end. Notice the spike in attendance before the point payout in mid-December (to obtain the required 50%). Perhaps if payouts were on a quarterly basis rather than annual, then the spikes would be seen each quarter. Please note that only a couple members seemed to be affected by this trend and the entire department's attendance does not present a similar pattern.

## LLFD 2015 & 2016 Number of Calls for Emergency Response

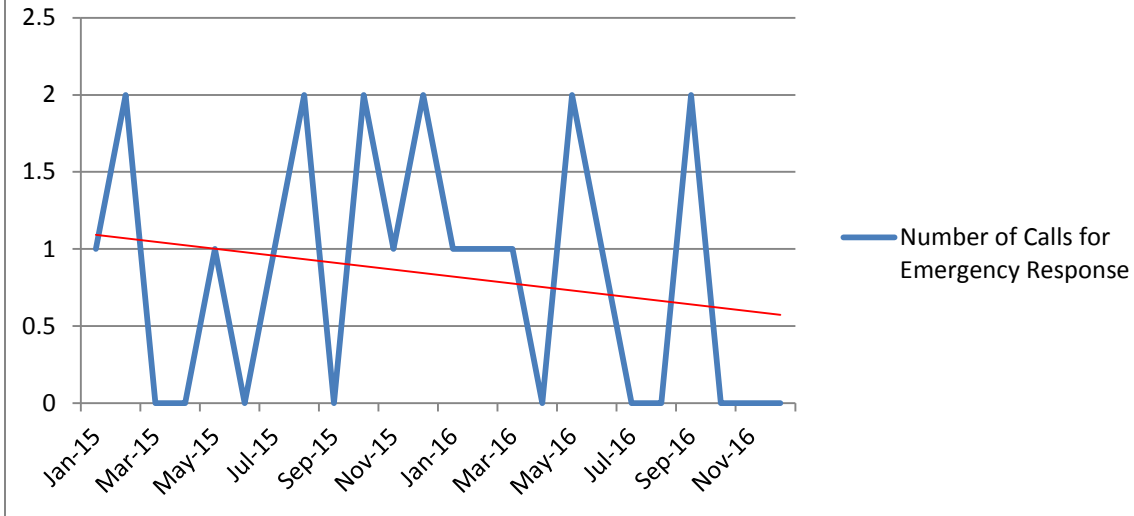


Figure 7 – The number of emergency responses have been averaging one per month until June 2016, at which point the trend bettered with only two minor calls in the last 6 months of 2016. This change might have something to do with the highly publicized complete loss house fire that occurred in June providing a bit of a wakeup call in regards to fire safety.

# All Calls by Response Type Class



## Larder Lake Township Fire Department

Selected year: 2016

	Total Calls	Injuries	Fatalities	Estimated Loss
Year Totals:	8			

### Fires

Property fires/explosions	Totals:	5	63%			
Fire	5	63%	0	0	273000	
Explosion	0	0%	0	0	0	
No loss outdoor fire	0	0%	0	0	0	

### Other Calls

Pre fire conditions/no fire	Totals:	2	25%			
Overheat (no fire, e.g. engines, mechanical devices)	1	13%	0	0	0	
Other Cooking/toasting/smoke/steam (no fire)	1	13%	0	0	0	

Rescue	Totals:	1	13%			
Vehicle Extrication	1	13%	0	0	0	



# Data Entry Log



## Larder Lake Township Fire Department

Incident Date Between: 01-Jan-2016 to 31-Dec-2016

### Incident Reports:

FD Incident #	FD Station	Incident Date	Location Code	NFPP	Dispatch Time Hour	Dispatch Time Min	Dispatch Time Sec	Response Type	Total Casualties	Total Exposures	Exposure Number
2016-001		05/01/16	5462	00	08	16	09	1-Fire	0	0	0
2016-002		23/02/16	5462	00	14	13	22	61-Vehicle Extrication	0	0	0
2016-003		09/03/16	5462	00	23	31	34	1-Fire	0	0	0
2016-004		08/05/16	5462	00	06	07	09	1-Fire	0	0	0
2016-005		20/05/16	5462	00	08	34	33	1-Fire	0	0	0
2016-006		20/06/16	5462	00	22	17	01	1-Fire	0	0	0
2016-007		18/09/16	5462	00	10	44	04	24-Other Cooking/toasting/smoke/steam (no fire)	0	0	0
2016-008		21/09/16	5462	00	12	59	49	21-Overheat (no fire, e.g. engines, mechanical devices)	0	0	0

### Injury Reports:

FD Incident #	FD Station	Incident Date	Location Code	NFPP	Dispatch Time Hour	Dispatch Time Min	Dispatch Time Sec	Response Type	Injury Number	Status	Severity
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# Monthly Summary Report



**Larder Lake Township Fire Department**

**Fire Department Code: 5462**

**NFPP: 00**

## 2016 January

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	1	0	0	5000
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

## 2016 February

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	0	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	1	0	0	0

## 2016 March

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	1	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

**2016 April**

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	0	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

**2016 May**

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	2	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

**2016 June**

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	1	0	0	268000
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

**2016 July**

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	0	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

**2016 August**

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	0	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

**2016 September**

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	0	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	2	0	0	0

**2016 October**

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	0	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

**2016 November**

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	0	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

**2016 December**

Call Type	Total Calls	Total Injuries	Total Fatalities	Total Estimated Loss
Fire	0	0	0	0
Explosion	0	0	0	0
No loss outdoor fire	0	0	0	0
Other calls	0	0	0	0

## **Yellowknife's top firefighter retires, new chief on the way**

Oct 27, 2016 - Yellowknife's fire department is getting a new chief, following the retirement of Chief Darcy Hernblad last week after 31 years fighting the city's fires.

Hernblad had been Yellowknife fire chief since 2010.

John Fredericks, the chief of the fire department in Kirkland Lake, Ont., has accepted the position and is expected to arrive in early December, according to a City of Yellowknife spokesperson.

In the meantime, deputy chiefs Gerda Groothuizen and Craig McLean will share the responsibility of the department's top job.

Another deputy chief, Mike Hoffman, also left the department last week. He's moved to Saskatchewan to be closer to family, according to City Hall.

Hoffman was with the department for four years.

Source: <http://www.cbc.ca/news/canada/north/yellowknife-firefighter-shakeup-1.3824080>

Press Release  
November 3, 2016

# Corporation of the Town of Kirkland Lake

## Kirkland Lake Welcomes New Fire Chief

The Town of Kirkland Lake is pleased to welcome Rob Adair as the new Fire Chief for our community. Rob was born and raised in the Kirkland Lake area and has been a full time firefighter with the Town for 15 years.

Rob is married to Patricia and has two children at home. He will start his new position on November 25. Please join us in welcoming Rob as our new Fire Chief. He looks forward to playing a role on the TKL Management Team and as Leader of our Corporate Health & Safety Committee.

Fire Chief John Fredericks will be leaving the Town of Kirkland Lake to take a new position in Yellowknife, Northwest Territories. We wish John the best in his future endeavours and thank him for his service to the Town.

Source: <http://kirklandlake.ca/assets/announcements/Media%20Release-%20New%20Fire%20Chief.pdf>





The Larder Lake Fire Department  
4<sup>th</sup> Quarter Report  
2016

Prepared by:

\_\_\_\_\_  
Jason Georgeoff, Fire Chief

February 17, 2017

Date