

A G E N D A
COUNCIL MEETING
TOWNSHIP OF WELLESLEY
ROAD & BRIDGE; PROPERTY & FIRE COMMITTEE
FEBRUARY 21, 2012 – 6:45 PM
COUNCIL CHAMBERS – CROSSHILL

<u>Pages</u>	
1	R. & B.; P. & F. 11/12 – GRCA Flood Messages – For information
2	R. & B.; P. & F. 12/12 – Region of Waterloo Residential Notification re: Replacement Well Drilling – St. Clements Well Field – For information
3-5	R. & B.; P. & F. 13/12 – Region of Waterloo re: LRT Stage 1 – Proposed Approach to Procurement & Delivery – For information
6-7	R. & B.; P. & F. 14/12 – Ontario Urban Forest Council re: Emerald Ash Borer – For information
8-9	R. & B.; P. & F. 15/12 – Resolution from the Town of Halton Hills re: Provincial Regulations Regarding Commercial Fill Operations – Motion required
10-16	R. & B.; P. & F. 16/12 – Deposit Reductions – Wellesley Village Estates RP#'s 1454, 58M-189 & 58M-312 – Motion required
17	R. & B.; P. & F. 17/12 – Appointment of Fire Department Captain – John Rose – Wellesley Station – For information
18	R. & B.; P. & F. 18/12 – Appointment of Fire Department Captain – Jamie Reid – Wellesley Station – For information
19-21	R. & B.; P. & F. 19/12 – Fire Call Reports – For information
22-26	R. & B.; P. & F. 20/12 – Fire Dispatch Agreement with the City of Kitchener – Motion required



GRCA flood messages

New terminology effective Feb. 15, 2012

400 Clyde Road
Cambridge, Ontario
(519) 621-2761

The Grand River Conservation Authority, the Ministry of Natural Resources and conservation authorities across Ontario are introducing new flood message terminology in February 2012. These changes will ensure they are all using terminology that is consistent and in line with weather terminology used by Environment Canada, the Weather Network and other agencies.

The GRCA issues three types of messages:

1

Watershed Conditions Statement

(Previously High Water Safety Bulletin)

These are general notices of weather conditions that could pose a risk to personal safety or which have the potential to lead to flooding.

Watershed Condition Statement – Water Safety: High flows, unsafe banks, melting ice or other factors could be dangerous for recreational users, e.g. anglers, canoeists, hikers, children, pets, etc. Flooding is not expected.

Watershed Condition Statement – Flood Outlook: Early notice of the potential for flooding based on weather forecasts calling for heavy rain, snow melt, high wind or other conditions that could lead to high runoff, cause ice jams or a rise in Lake Erie.

2

Flood Watch

(Previously Flood Advisory)

Flooding is possible in specific watercourses or municipalities. Municipalities, emergency services and individual landowners in flood-prone areas should prepare.

A Flood Watch message describes watershed conditions, the potential impact and may include a forecast of water levels. Municipal flood co-ordinators should initiate a check on their flood or emergency plans, monitor potential problem areas and, if required, remain on stand-by alert. Municipal flood co-ordinators may also advise specific properties at this stage.

3

Flood Warning

(No change)

This is the most serious type of message: flooding is imminent or already occurring in specific watercourses or municipalities.

A Flood Warning message may include a call for a specific action to be taken by flood co-ordinators and/or emergency services, e.g. closing roads and bridges, activating the emergency response plan, warning residents in specific areas or, in some cases, evacuation.

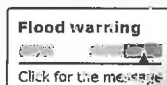
R. & B: FROP. & FIRE;

Township

File No:

11/12

Getting the message:



GRCA Website
Flood messages are posted on the GRCA website. A graphic on the home page shows the current status and links to the flood message.

Municipal Flood Co-ordinators



Flood messages are distributed to municipal flood co-ordinators through a fan-out system in partnership with police forces throughout the watershed.

E-mail



Go to the Newsroom section of the GRCA website at www.grandriver.ca and see the item "Subscribe or unsubscribe to receive GRCA information."



Twitter

To sign up click on the Twitter logo on the GRCA home page, or use Twitter to follow our feed at [grca_flood_msg](https://twitter.com/grca_flood_msg)



TRANSPORTATION AND ENVIRONMENTAL SERVICES
Water Services

150 Frederick Street
Kitchener ON Canada N2G 4J3
Telephones: (519) 575-4426
Fax: (519) 575-4452
www.region.waterloo.on.ca

February 2, 2012

Dear Resident:

**Reference: Residential Notification
Replacement Well Drilling
St. Clements Well Field**

The Regional Municipality of Waterloo (Region) is undertaking a well drilling and pumping test program within the St. Clements Well Field. Water pumped from the St. Clements Well Field supplies drinking water to the community of St. Clements. There are currently two(2) active water supply wells within the well field including SC2 and SC3, which are located in the central portion of your residential subdivision.

The intention of this well drilling project is to install a replacement production well adjacent to Production Wells SC2 and SC3, within a deeper overburden aquifer.

It is anticipated that well construction will occur over a 5-week period beginning in February 2012. During well development and testing excess water will be discharged to the storm sewer along Expo Drive and flow to a nearby storm water management pond.

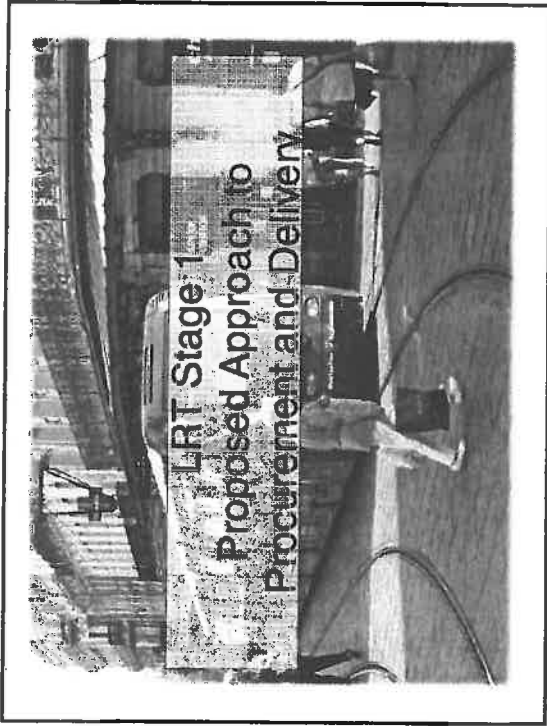
During well construction activity, the work area will be fenced off and secured. Onsite activity will typically occur on weekdays between 8 AM and 6 PM. If necessary work may be extended up to 6 days per week from 8 am to 8 pm. There will be no on-site activity on Sundays.

We will endeavour to minimize disruption to area residents as much as possible, but site activities may create some noise. We thank you for your patience in advance. If you have any questions or concerns regarding the well drilling and testing program, please do not hesitate to contact the undersigned.

Yours truly,

Richard Wootton, M.A.Sc., P.Geo.
Project Manager
Water Services, Region of Waterloo
150 Frederick Street, 7th Floor
Kitchener, Ontario, Canada, N2G 4J3
email: rwootton@regionofwaterloo.ca
Phone: (519) 575-4441 Fax: (519) 575-4452

R. & B.; PROP. & FIRE;
Township
File No: 12/12



Staff Recommendation

- Preferred Stage 1 LRT procurement and delivery option
 - Design – Build – Finance – Operate – Maintain (DBFOM)
- 30 year term for Finance and Maintain
- Evaluate options for Operations term (e.g. 5 to 10 years renewable) – and report back to Council

Rapid Transit connecting to the future

Region's Role

- Own the LRT system
- Integration of LRT and conventional transit
- Continue to operate and maintain bus system
- Set fares and service levels
- Receive all fare revenue
- Customer service

Rapid Transit connecting to the future

Procurement Objective

- Best value for money – considering:
 - Capital cost
 - Long – term operations and maintenance costs
 - Costs associated with changes and unforeseen events (“risks”)
 - Construction and service quality

Rapid Transit connecting to the future

R. & B.; PROP. & FIRE;
 Township
 File No: 13/12

3



Region of Waterloo

Key Considerations

- Minimize "interfaces" between different parties (Region, contractor(s), etc.)
 - Minimize "finger-pointing", claims, litigation
 - More complete "bundle" = fewer interfaces
- Motivation to ensure long-term value
 - Optimize life-cycle costs
 - Hold back financing to ensure quality of construction and operations and maintenance
- Pay for Performance

Rapid Transit

connecting to the future



Region of Waterloo

DBFOM Rationale

- Design and Build
 - Consultants and contractors currently do this (separately)
- Why add Maintenance?
 - Integrate long-term maintenance into design and construction - optimize life-cycle costs
- Why add Finance?
 - Financial incentive to ensure quality of construction and guarantee performance
 - Additional diligence and oversight by lenders over entire project term

Rapid Transit

connecting to the future



Region of Waterloo

Operations - In or Out?

- Advantages of Including Operations:
 - Avoids "finger-pointing" between operator and maintainer (reduced claims for extra costs)
 - Access to contractor's operating experience
 - Avoids "commissioning" complications
- Concerns:
 - Perceived loss of control / locked-in to contract
 - How to deal with Stage 2 expansion?
- Recommendation:
 - Include Operations in initial contract
 - Evaluate options for shorter, renewable terms (e.g. 5 to 10 years) or other exit options

Rapid Transit

connecting to the future



Region of Waterloo

Benefits of DBFOM

- Fixed price and cost certainty
- Minimizes interfaces - single accountability
- Improved coordination / time savings on design and construction
- Motivation / incentives to ensure quality of construction, operations and maintenance
- Best "Value for Money"
 - Considering capital and O&M costs and value of "risks" transferred to contractor

Rapid Transit

connecting to the future

R. & B. PROP. & FIRE:

Township _____

File No: 13/12

(7)

R. & B. PROP. & FIRE;

Township

File No:

13/12

Source of Savings



- Integrating design, construction and maintenance
 - Faster construction, fewer conflicts and claims
 - Incentives and opportunities to optimize life-cycle costs
- Competitive pressures encourage innovation
- More flexible approach to operations and maintenance
- Incentives to anticipate and minimize "risks"



connecting to the future

Experience with PPPs



- Region of Waterloo experience
 - Private consultants and contractors on all large capital projects (design, bid and build)
 - Wastewater Operations and Maintenance
 - Waste collection and MRC O&M
- Many successful transit projects
 - Good examples to learn from
- Recent Ontario experience



connecting to the future

QUESTIONS?



connecting to the future



Township of Wellesley

February 12, 2012

Dear Ms. Duke,

You may be aware that Ontario, along with many other jurisdictions, is being hit hard by the imported pest Emerald Ash Borer, *Agrilus plannipennis*. It has already killed tens of thousands of ash trees. The Municipal Arborists and Urban Foresters, a Committee of the International Society of Arboriculture and the Ontario Urban Forest Council are working to raise awareness about EAB and the environmental and economic fallout.

Public property owners, homeowners, businesses, institutions, and utilities will have to deal with thousands of ash trees before they become a liability and bear the cost of implementing programs to deal with this terrible loss to our urban forest.

Effective EAB programs involve the following:

- Identifying ash trees, size and locations (an inventory)
- Monitoring the distribution of the pest within local areas
- Identifying and treating trees worthy of preservation
- Tree removal on public and private lands, and disposal of wood waste
- Replanting replacement trees.

Currently, neither the Federal nor Provincial Governments are providing sufficient financial/management support to municipalities for implementation of any part of an EAB program. Therefore, we have prepared the attached proclamation calling for **A FEDERAL and PROVINCIAL ROLE IN URBAN FORESTRY**.

Attached is a proclamation we are sending to Clerks across Ontario. We are seeking your Council's endorsement of this proclamation, if they have not done so already, and would ask that you present this to your respective Council for consideration. Thank you for your assistance in bringing this to your Council's attention. If you have any questions, please contact me at 519-362-9469

Toni Ellis

Toni Ellis,
President, Ontario Urban Forest Council

Ontario Urban Forest Council
523 Warden Avenue – Units 23 + 25
Toronto, ON M1R 4Z8
www.oufc.org

R. & B.; PROP. & FIRE;
Township
File No: 14/12

6

A FEDERAL and PROVINCIAL ROLE IN URBAN FORESTRY

WHEREAS over 80% of Canadians now live in urban areas and have come to rely on the environmental, ecological and economic benefits of urban forests;

AND WHEREAS the health of Canadians is sustained by their urban forests which provide services through improving air quality, cooling city streets and buildings, acting as a windbreak, shading from harmful UV rays, and filtering storm water, as well as beautifying our communities;

AND WHEREAS neither the federal nor provincial governments currently include urban forestry in their mandates except in a limited role with respect to exotic, invasive pests;

AND WHEREAS the Canadian Food Inspection Agency has not been able to stop the spread of the Emerald Ash Borer throughout Ontario and Quebec

AND WHEREAS the Emerald Ash Borer is expected to cost Canadians over \$2 Billion dollars in treatment and replanting;

AND WHEREAS Canadian forestry programs and research are solely focused on industrial forests and do not at present include urban tree planting, appropriate species research, and insect control and management; and

AND WHEREAS other jurisdictions such as the United States Forest Service and the European Urban Forestry Research and Information Centre include urban forestry as a program and research area;

AND WHEREAS Canada engages municipalities in a number of substantial infrastructure programs;

THEREFORE BE IT RESOLVED that the Municipality of _____ calls on the Federal and Provincial governments to take leadership roles in recognizing the need to support urban forestry, by establishing urban forestry mandates and programs which includes funding assistance to municipalities for the control and management of the Emerald Ash Borer- and any future significant imported diseases and insects -as well as the creation and funding of programs designed to support the on-going sustainable management of urban forests.

BE IT FURTHER RESOLVED That all municipalities across Ontario be encouraged to endorse this proclamation and that this resolution be distributed to The Honourable Gerry Ritz, Minister of Agriculture and Agri-Food; The Honourable Joe Oliver, Minister of Natural Resources; The Honourable Denis Lebel, Minister of Transport, Infrastructure and Communities; The Honorable Jim Flaherty, Minister of Finance; Local Federal Member of Parliament _____;

Honourable Michael Gravelle, Minister of Natural Resources; Honourable Kathleen Wynne, Minister of Municipal Affairs and Housing; Honourable Dwight Duncan, Minister of Finance; Local Provincial Member of the Ontario Legislature _____, Tim Hudak, MPP, Leader of Progressive Conservative Party of Ontario and the Opposition Party; Andrea Horvath, MPP, Leader of the New Democratic Party of Ontario;

Association of Municipalities of Ontario; Federation of Canadian Municipalities;

R. & B; PROP. & FIRE;
Township
File No: 14/12



TOWN OF
HALTON HILLS
Working Together Working for You!

VIA EMAIL

February 9, 2012

Mr. Ted Arnott, M.P.P.
 Wellington-Halton Hills
 181 St. Andrew Street East
 2nd Floor
 Fergus, ON N1M 1P9

Dear Mr. Arnott,

Re: Council Resolution regarding Provincial Regulations Regarding Commercial Fill Operations.

Please be advised that Council for the Town of Halton Hills at its meeting of Monday, February 6, 2012, adopted the following:

Resolution No. 2012-0046

WHEREAS municipalities are faced with requests from Commercial Fill Operators to place fill in, for example, either previously undisturbed areas or expired gravel extraction pits;

AND WHEREAS municipalities have limited resources and ability to regulate this type of operation other than through zoning restrictions and agreements associated predominantly with operational protocol;

AND WHEREAS the issue of soil quality of fill imported to a receiving site potentially has a significant cross jurisdictional environmental impact that should be elevated to the Provincial level through the Ministry of the Environment;

AND WHEREAS the Ministry of the Environment has established criteria for quality of fill for Brownfield redevelopment but not for the importation and placement of fill within, as an example, undisturbed areas or expired gravel extraction pits;

NOW THEREFORE BE IT RESOLVED:

R. & B.; PROP. & FIRE;
Township
File No: 15/12 ...2

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

Tel: 905-873-2601 Toll Free: 1-877-712-2205 Fax: 905-873-2347 Web: www.haltonhills.ca

8

THAT the Town of Halton Hills requests that the Province, through the Ministry of the Environment, establish guidelines, regulations and a Provincially regulated approval process to govern the quality of fill imported to a receiving site other than for the purpose of Brownfield redevelopment;

AND FURTHER THAT the Clerk forward copies of this resolution to Mr. Ted Amott, MPP for Wellington-Halton Hills, Mr. Jim Bradley, Minister of the Environment, AMO, and all Ontario Municipalities for their consideration.

Yours truly,



Ashley Mancuso
Council and Committee Services Coordinator

- c The Honourable Jim Bradley, Minister of the Environment
Association of Municipalities of Ontario (AMO)
Ontario Municipalities

R. & B; PROP. & FINE;
Township
File No: 15/12

Road & Bridge; Property & Fire

Date: February 21st, 2012

Prepared for: Council of the Township of Wellesley

Prepared by: Operations – Willis McLaughlin

RE: Deposit Reductions - Wellesley Village Estates RP#s 1454, 58M-189 & 58M-312

Background / History:

The Developer (Wm. J. Gies Construction Ltd.) has requested a reduction in his deposits to reflect the value of the work remaining to be done on the above noted phases. The Developer's consultant (AECOM) has reviewed and certified the work completed to date. The value of the work done to date has been deducted from the original total values of construction as per the subdivision agreements. The value of the work remaining has been calculated and submitted to the Township Engineers (Walter Fedy) for review. The Township engineers have reviewed the submission and confirmed that the developers "Value of work remaining" is accurate.

Key Issues for Council Consideration:

The Township Engineer's (Walter Fedy) have performed a review of the value of work remaining on the above noted phases of the development and provide their report as attached.

Financial Implications / Impacts:

The Township Engineers report supports the Developers proposed amounts in his deposits for the above noted phases totalling \$20,208.45. This amount equals the value of work remaining in RP#s 1454, 58M-189 & 58M-312. This represents a reduction of \$34,036.89 from the previous report.

Staff Comments / Summary:

Public Works attended an inspection of the site and concurs with the report filed by the developers engineers (AECOM) and reviewed by Walter Fedy.

Recommendations:

THAT the Council of the Township of Wellesley approve a reduction in the deposits from Wm. J. Gies Construction Ltd. to \$20,208.45 for the work remaining in Wellesley Village Estates Subdivision RP#s 1454, 58M-189 & 58M-312. These deposits will remain in place until completion of the work in the above noted phases subject to further reductions upon Council approval of such application by the developer.

Attach: Engineers report

R. & B; PROP. & FIRE;
Township
File No: 116/12

2003-0241-10

February 3, 2012

Mr. Willis McLaughlin
Wellesley Township
4639 Lobsinger Line, RR 1
St. Clements ON N0B 2M0

Dear Will:

RE: Village Estates - Letter of Credit Reduction

We have reviewed the LC reduction from Aecom dated Revised January 17, 2012, for RP 58M-189, RP 1454 and 58M-189 and offer the following comments:

The dollar amounts listed are satisfactory.

One clarification regarding the driveway ramps: Lots 55 & 57 driveway ramps that have been listed in the Parkview Drive and Firella Court (RP 58M-189) LC, should have been listed in the Parkview Drive and Shadywood Court (RP 1454) LC. Since this revision would not change the overall LC amount we find this request for LC reduction satisfactory.

The termination of agreements is subject to all deficiencies and items required in the Subdivision Agreements. We, therefore, cannot recommend termination of these Agreements at this time.

Regards,

WALTERFEDY



J. Scott Oliver, P.Eng.
Civil Engineering
Associate

soliver@walterfedy.com
519.576.2150, Ext. 325
JSO:ajw

cc: File

R. & B. PROP. & FIRE;
Township
File No: 16/12

WALTERFEDY
675 Queen Street South
Suite 111, Kitchener, Ontario
Canada N2M 1A1

T 519.576.2150
F 519.576.5499

WALTERFEDY.COM

11

November 25, 2011
 Revised January 17, 2011

Willis R. McLaughlin
 Executive Director Operations
 Township of Wellesley
 4639 Lobsinger Line, R.R. 1
 St. Clements, ON
 N0B 2M0

Dear Mr. McLaughlin:

Re: Village Estates Subdivision – Letter of Credit

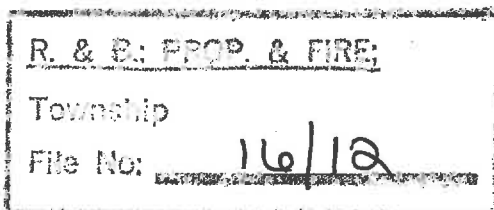
Further to our request for a letter of credit reduction on October 25, 2010, we provide this updated request for the phases of this development, including: Parkview Drive and Shadywood Court, Parkview Drive and Firella Place, and Welwood Avenue. Calculations of the requested reduction are attached.

The following table summarizes the remaining items of work and the Letter of Credit/Cash Deposit for each phase.

Location	LC Reference No.	Existing Amount	Requested Reduction	Proposed Amount
Parkview Dr. and Shadywood Court RP 1454 Servicing	Cash Deposit Former LC:SBGT702566	\$1,050.00	\$0.00	\$1,050.00 ✓
Parkview Drive and Firella Court RP 58M-189 Servicing and Grading	Cash Deposit Former LC:SBGT716877	\$4,656.50	\$2,724.50	\$1,932.00 ✓
Welwood Avenue RP 58M-312 Servicing and Grading	SBGT729982	\$71,471.79	\$54,245.34	\$17,226.45 ✓

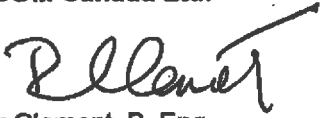
The asphalt on Welwood Avenue was installed in 2009 and the two year maintenance period expired in October 2011. We request that the Township assume the responsibility for the maintenance of this road. The as-built drawings, sewer videos and registered plan will follow under separate cover.

The as-built grading for all of the lots in RP 1454 and RP 58M-189 has been accepted and the Township has a cash deposit in lieu of a Letter of Credit for the remaining, we request that the subdivision agreements for these subdivisions be terminated.



We trust that this is acceptable. Please advise if you require additional information.

Sincerely,
AECOM Canada Ltd.



Rick Clement, P. Eng.

RFC/

Encl.

cc: Wm. J. Gies Construction Ltd.

B; PROP.
ship
File No: 16/12

**Letter of Credit Calculation
 Village Estates Subdivision
 Parkview Drive and Shadywood Court**

November 25, 2011

Item	Unit	Estimated Quantity	Unit Price	Total
Roadworks				
Driveway ramps	ea	2	\$500.00	\$1,000.00
		Subtotal		\$1,000.00
		GST		\$50.00
Recommended Letter of Credit Amount				\$1,050.00 ✓

Lots 65 & 71 require driveway ramps

R. & B.; PROP. & FIRE;
 Township
 File No: 16/12

AECOM

14

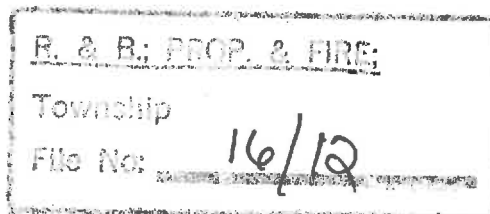
**Letter of Credit Calculation
Village Estates Subdivision
Parkview Drive and Firella Court**

November 25, 2011

ITEM No.	Item and Work Remaining	Approved Letter of Credit Amount	Value of Work Completed	Value of Work Remaining
A	Site Preparation	\$10,000.00	\$10,000.00	
B	Sanitary Sewers	\$94,550.00	\$94,550.00	
C	Storm Sewers	\$128,685.00	\$128,685.00	
D	Storm Services	\$37,520.00	\$37,520.00	
E	Watermain	\$121,270.00	\$121,270.00	
F	Roadworks	\$263,455.00	\$262,855.00	
	- Driveway Ramps (1 @ \$500)			\$500.00
	- Boulevard Trees (1 @ \$100)			\$100.00
	- Driveway Ramps (2 @ \$500 for Lot 55 and 57 from Shadywood/Parkview LC			\$1,000.00
G	Detention Facility	\$51,475.00	\$51,475.00	
	Subtotal	\$706,955.00	\$706,355.00	\$1,600.00
	Engineering & Contingency Allowance	\$106,043.25		
	GST	\$49,486.85		
	Total Original LC Amount	\$862,485.10		
			Value of Work Remaining	\$1,600.00
			Holdback on Value of Work Completed	\$0.00
			Engineering & Contingency Allowance	\$240.00
			Subtotal	\$1,840.00
			GST	\$92.00
			Recommended Letter of Credit Amount	\$1,932.00 ✓

Lot Grading LC

\$0.00



AECOM

15

**Letter of Credit Calculation
Village Estates Subdivision
Welwood Avenue**

Item	Approved Letter of Credit Amount	Value of Work Completed	Value of Work Remaining
Site Preparation	\$46,500.00	\$46,500.00	
Sanitary Sewers	\$63,310.00	\$63,310.00	
Storm Sewers	\$74,420.00	\$74,420.00	
Water Distribution	\$79,920.00	\$79,920.00	
Roadworks	\$178,873.00	\$171,773.00	
Driveway Ramps (12 @ \$500)			\$6,000.00
Trees (9 @ \$100)			\$1,100.00
Subtotal Construction	\$443,023.00	\$435,923.00	\$7,100.00
Engineering and Contingency Allowance	\$66,453.00		
Subtotal	\$509,476.00		
GST	\$35,663.00		
Total Original Letter of Credit Amount	\$545,139.00		
		Value of Work Remaining	\$7,100.00
		10% Maintenance Holdback on Value of Work Completed	\$0.00
		Engineering & Contingency Allowance	\$1,065.00
		Subtotal	\$8,165.00
		HST	\$1,061.45
		Subtotal	\$9,226.45
		Lot Grading	\$8,000.00
		Minimum Recommended Letter of Credit Amount	\$17,226.45 ✓

Lot 2, 3, 5, 11, 19, 20, 34, 35
not released

R. & B: PROP. & FIRE;
Township
File No: 116/12

Road & Bridge; Property & Fire Memo

Date: February 9, 2012

Council: February 21, 2012

Prepared for: Council of the Township of Wellesley

Prepared by: Fire Chief Andrew Lillico

RE: Appointment of Fire Department Captain - Wellesley Station, motion required

Background / History:

The Wellesley Station currently has a vacancy for the position of Captain. A job posting for the position of Captain was posted in the Wellesley Station in early January 2012 which requested qualified applicants submit a resume and cover letter to the Fire Chief on or before January 20th 2012. Two applications were received for the position of Captain. Fire Chief Andrew Lillico, District Chief Rick Steinman, and Assistant District Chief Ted Stroh conducted interviews with the qualified applicants, and would like to recommend Firefighter John Rose for promotion to the position of Captain. John Rose has been a member of the Township Fire Department since January 2002. John is currently participating in the OFM training to become certified as an OFC Company Officer Diploma Level One; John has completed Legislation 101, and Trainer Facilitator courses. In addition John has shown excellent leadership skills as the Fire Department Secretary Treasure (Wellesley Station). John lives in Wellesley, and currently is employed with Oak Bridge holdings as their President.

Key Issues for Council Consideration:

Fire Chief Andrew Lillico and District Chief Rick Steinman recommend that firefighter John Rose be promoted to the position of Captain for the Wellesley Station Township of Wellesley Fire Department. John will be an asset to the Fire Department leadership team, his incident command and training skills will be great value to the Wellesley Station.

Financial Implications / Impacts:

Captain's salary is included in to the 2012 Fire Department Draft Operating Budget

Recommendations:

That Council approve the promotion of firefighter John Rose to Captain for the Wellesley Station Township of Wellesley Fire Department effective March 1, 2012 subject to a six month probation period.

Willis McLaughlin
Executive Director of Operations

R. & B; PPOP. & FIRE;
Township
File No: 17/12

Road & Bridge; Property & Fire Memo

Date: February 13, 2012

Council: February 21, 2012

Prepared for: Council of the Township of Wellesley

Prepared by: Fire Chief Andrew Lillico

RE: Appointment of Fire Department Captain - Wellesley Station, motion required

Background / History:

The Wellesley Station will have a vacancy for the position of Captain with the resignation of Don Leis on June 30, 2012. Don has submitted his resignation letter as he is moving away from our community. A job posting for the position of Captain was posted in the Wellesley Station in early January 2012 which requested qualified applicants submit a resume and cover letter to the Fire Chief on or before January 20th 2012. Two applications were received for the position of Captain. Fire Chief Andrew Lillico, District Chief Rick Steinman, and Assistant District Chief Ted Stroh conducted interviews with the qualified applicants, and would like to recommend Firefighter Jamie Reid for promotion to the position of Captain effective July 1, 2012. Jamie Reid has been a member of the Township Fire Department since October 2007. Jamie is currently participating in the OFM training to become certified as an OFC Company Officer Diploma Level One; Jamie registered to complete Legislation 101 on February 25, 2012. In addition Jamie has strong leadership skills. Jamie lives in Wellesley, and currently is employed with Leis Pet Food as Warehouse Manager

Key Issues for Council Consideration:

Fire Chief Andrew Lillico and District Chief Rick Steinman recommend that firefighter Jamie Reid is promoted to the position of Captain for the Wellesley Station, Township of Wellesley Fire Department effective July 1, 2012. Jamie will be an asset to the Fire Department leadership team, his incident command and training skills will be great value to the Wellesley Station.

Financial Implications / Impacts:

Captain's salary is included in to the 2012 Fire Department Draft Operating Budget

Recommendations:

That Council approve the promotion of firefighter Jamie Reid to Captain for the Wellesley Station, Township of Wellesley Fire Department effective July 1, 2012 subject to a six month probation period.

Willis McLaughlin
Executive Director of Operations

R. & B; PROP. & FIRE;

Township

File No: 18/12

7

TOWNSHIP OF WELLESLEY FIRE DEPARTMENT CALL REPORT - LINWOOD STATION
 January 1 - January 31, 2012

Number	Date	Address	Response Type Description	Dispatched	En Route	On Scene	Turnout Time	Travel Time	Total	
									Response Personnel	Staff Hours
512-10b	Jan 23 12	95 Jane Street, WELLESLEY	Fire	20:22:34	20:24:36	20:26:29	00:02:02	00:01:53	16	4
512-9	Jan 21 12	7468 Sixth Line, MAPLETON	Assisting Other FD: Mutual Aid	10:05:28	10:09:24	10:20:58	00:03:56	00:11:34	7	13
512-4a	Jan 13 12	4144 Boomer Line, WELLESLEY	Fire	10:58:00	11:04:53	11:09:48	00:06:53	00:04:55	6	2
512-2a	Jan 7 12	3460 Lobsinger Line, WELLESLEY	Other Cooking/toasting/smoke/steam (no fire)	16:31:58	16:37:08	16:38:14	00:05:10	00:01:06	10	0
							* AVERAGE TURNOUT TIME	0:04:30		
							** AVERAGE RESPONSE TIME	0:04:52		

* Average Turnout Time is the Dispatch Complete to the On Air Time
 ** Average Response Time is the On Air Time to the On Scene Time

R. & B.; PROP. & FIRE;
 Township
 File No: 19/12

K

TOWNSHIP OF WELLESLEY FIRE DEPARTMENT CALL REPORT - WELLESLEY STATION
 January 1 - January 31, 2011

Number	Date	Address	Response Type Description	Dispatched	En Route	On Scene	Turnout Time	Travel Time	Total	
									Response Personnel	Total Staff Hours
512-13	Jan 25 12	11 Berdux Place, WELLESLEY	CO false alarm - equipment malfunction (no CO present)	22:22:17	22:26:07	22:36:55	00:03:50	00:10:48	2	1
512-10a	Jan 23 12	95 Jane Street, WELLESLEY	Fire	20:22:34	20:24:36	20:26:29	00:02:02	00:01:53	2	0
512-7	Jan 16 12	13 Village Place, WELLESLEY	Assistance to EMS	14:00:12	14:02:22	14:04:36	00:02:10	00:02:14	3	2
512-6	Jan 16 12	13 Village Place, WELLESLEY	Assistance to EMS	09:41:37	09:50:06	09:54:07	00:08:29	00:04:01	2	0
							*AVERAGE TURNOUT TIME	0:04:08		
							**AVERAGE RESPONSE TIME	0:04:44		

* Average Turnout Time is the Dispatch Complete to the On Air Time
 ** Average Response Time is the On Air Time to the On Scene Time

R. & B.; PROP. & FIRE:
 Township
 File No: 19/12

R

TOWNSHIP OF WELLESLEY FIRE DEPARTMENT CALL REPORT - ST CLEMENTS STATION
 January 1 - January 31, 2012

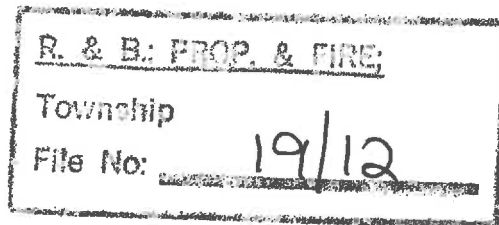
Number	Date	Address	Response Type Description	Dispatched	En Route	On Scene	Turnout Time	Travel Time	Total Response Personnel	Total Staff Hours
512-12	Jan 25 12	3645 Weimar Line, WELLESLEY	Call cancelled on route - Medical	9:30:02	n/a	n/a	n/a	n/a	6	6
512-11	Jan 24 12	3645 Weimar Line, WELLESLEY	Vehicle Extrication	11:43:21	11:48:42	11:51:03	00:05:21	00:02:21	7	6
512-10	Jan 23 12	95 Jane Street, WELLESLEY	Fire	20:22:34	20:24:36	20:26:29	00:02:02	00:01:53	14	7
512-8	Jan 18 12	1170 Geddes Street, WELLESLEY	Oxygen administered	23:48:36	23:53:21	23:59:19	00:04:45	00:05:58	12	3
512-5	Jan 15 12	2 Beechwood Lane, WELLESLEY	Asphyxia, Respiratory Condition	03:13:40	03:20:03	03:24:20	00:06:23	00:04:17	13	12
512-4	Jan 13 12	4144 Boomer Line, WELLESLEY	Fire	10:58:00	11:04:53	11:09:48	00:06:53	00:04:55	11	13
511-3	Jan 11 12	Ament Line and Hergott Road	Vehicle Collision	06:52:21	06:57:57	07:02:01	00:05:36	00:04:04	14	10
512-2	Jan 7 12	3460 Lobsinger Line, WELLESLEY	Other Cooking/toasting/smoke/steam (no fire)	16:31:58	16:37:08	16:38:14	00:05:10	00:01:06	6	1
512-1	Jan 3 12	3239-A-B Broadway Street, WELLESLEY	Oxygen administered	23:45:20	23:49:31	23:56:08	00:04:11	00:06:37	15	3

*AVERAGE TURNOUT TIME 0:05:03

**AVERAGE RESPONSE TIME 0:03:54

* Average Turnout Time is the Dispatch Complete to the On Air Time

** Average Response Time is the On Air Time to the On Scene Time



(2)

Road & Bridge; Property & Fire Memo

Date: February 9, 2012

Council: February 21, 2012

Prepared for: Council of the Township of Wellesley

Prepared by: Fire Chief Andrew Lillico

RE: Fire Dispatch Agreement, Motion Required

Background/History:

Kitchener Fire Department provides dispatching services for the Township of Wellesley Fire Department, Wilmot Township, Woolwich Township, City of Waterloo, and City of Kitchener. The services provided to the Township of Wellesley include:

- receipt of all calls of emergency from parties in Wellesley's response area
- dispatch of required fire department personnel and equipment in Wellesley Township
- Administrative functions and services
- Maintaining the data in the Computer Aided Dispatch system

Staff Comments / Summary:

Our 2011 dispatching costs were \$19,076 based on a flat fee for dispatch costs plus inflation costs. Negotiations between the Fire Chief and the City of Kitchener, has resulted in a new Draft Fire Dispatch Agreement. When approved by Council the agreement will be from January 1, 2012 to December 31, 2016. The new agreement is based on a cost per call, by using the applicable salary and fringe benefit costs of Kitchener's Fire Communications Division from the previous year and then dividing it by the total number of incidents from the previous year from all municipalities for which Kitchener provides Fire Dispatch Services. Our 2012 cost per call will be \$69.81 per call, x 156 calls for a total cost in 2012 of \$ 10,890.36. The Township average fire call volume for the past four years was 160 calls per year.

Key Issues for Council Considerations:

That Council approves the Draft Fire Dispatch Agreement with the City of Kitchener as attached.

Financial Implications / Impacts:

This new agreement potentially will reduce the Townships cost for fire dispatching services, (pending call volume) the 2012 costs of \$69.81 x 156 calls for a total of \$10,890.36 is included in the Township Draft Operating Budget.

Recommendations: That Council of the Township of Wellesley authorize the Mayor and Clerk to sign the attached Fire Dispatch Agreement with the City of Kitchener.

R. & B: PROP. & FIRE;

Township

File No:

20/12

Willis McLaughlin
Executive Director of Operations

22

installments on June 1st and December 1st of each year (the "Annual Fee"). The Annual Fee shall be calculated as follows:

- (a) a per-incident cost figure shall be determined by using the applicable salary and fringe benefit costs of Kitchener's Fire Communications Division from the previous year and then dividing it by the total number of incidents from the previous year from all municipalities for which Kitchener provides Fire Dispatch Services (the "Per-Incident Cost");
 - (b) the Per-Incident Cost shall then be multiplied by Township of Wellesley's total number of incidents from the previous year to determine the Annual Fee.
5. Any notices to be given or required under this agreement shall be in writing and shall be deemed to have been given when personally delivered or on the 3rd business day after the mailing thereof by regular mail, postage prepaid, respectively to the following:
- (a) Fire Chief - Kitchener Fire Department
The Corporation of the City of Kitchener
270 Strasburg Road
Kitchener, Ontario
N2E 3M6
 - (b) The Clerk
The Corporation of the Township of Wellesley
4639 Lobsinger Line
RR#1 St. Clements, Ontario
N0B 2M0
6. Township of Wellesley acknowledges that no liability shall accrue to Kitchener for failing to supply Fire Dispatch Services to Township of Wellesley that was beyond the control of Kitchener, and Kitchener acknowledges that Township of Wellesley shall not be liable to Kitchener for that portion of the Annual Fee for any period when Fire Dispatch Services were not supplied.
7. This agreement shall constitute the entire agreement between the parties hereto and shall supersede all prior negotiations, discussions and understandings of any nature whatsoever. There are no representations, warranties, collateral agreements or conditions respecting the subject matter of this agreement and no changes, amendments, or modifications hereto shall be effective or binding on the parties hereto unless agreed to in writing by them.
8. Each provision, paragraph and sentence of this agreement shall be considered separate and severable, and if any one or more is declared invalid or unenforceable, the balance shall survive and remain in force insofar as is reasonable.
9. Any waiver by either party of the strict observance, performance or compliance with any term, covenant, condition or agreement herein contained, or indulgence granted, shall not be deemed to be an approval or waiver of any subsequent default or breach of this agreement.

INFRASTRUCTURE:

10. Kitchener shall provide infrastructure for the Communications Centre necessary to provide computerized fire dispatch service to Township of Wellesley, including the hardware, software, system implementation, maintenance and the loading of system data. Mapping data is to be provided by Township of Wellesley, to the standard specified by Kitchener's Fire Department, and updated according to an agreed upon schedule (quarterly), or at the request of Kitchener. Township of Wellesley acknowledges that Kitchener shall facilitate receipt of mapping data and that Kitchener's responsibility is limited to loading data received into the system. Kitchener agrees to upload the mapping data within one month of receiving changes. Further Township of Wellesley acknowledges that Kitchener is not responsible for the quality, completeness and / or accuracy of the mapping data it receives from the designated third party. All software and hardware used by the Communications Centre and any interest therein, whether licensed or owned, is and shall remain the property of Kitchener and Kitchener shall be responsible at its cost for its repair, maintenance,

and insurance.

R. & B; PROP. & FIRE;
Township
File No: 20/12

11. The parties acknowledge that for the purpose of this agreement, the software used by the Communications Centre to provide the Fire Dispatch Services is limited to Computer Aided Dispatch (CAD), trip tickets, station/volunteer alerting and incident reporting software licensed to Kitchener Fire Department.
12. Township of Wellesley shall be responsible to pay for and provide all hardware and telephone or data line(s) necessary to receive incident reporting, trip ticket information dispatched from the Communications Centre and station notification software and hardware at Township of Wellesley's fire stations. Township of Wellesley shall be responsible to secure, maintain and pay for the applicable telephone or data line(s) and hardware (printer, Zetron 6, etc.) required to obtain incident reporting and/or trip tickets in each fire station.
13. Kitchener shall be responsible, at its sole cost, for any future replacement or upgrading of the Communications Centre's infrastructure including hardware, software, system implementation and loading of mapping data, necessary to provide computerized Fire Dispatch Services to Township of Wellesley. Should Township of Wellesley choose to incorporate its own data into the CAD system, Waterloo shall be responsible for those associated costs.
14. In the event Township of Wellesley secures other software modules which are not part of the software used at the Communications Centre for the purposes of fire dispatch or incident reporting but which otherwise relies on the data generated by Kitchener, Kitchener shall continue to provide the data normally given to Township of Wellesley as part of its Fire Dispatch Services as long as Kitchener is contractually obligated to provide Township of Wellesley with Fire Dispatch Services. Should the contract for Fire Dispatch Services cease and Township of Wellesley requires certain data from Kitchener, Kitchener reserves the right to charge on an hourly basis, at cost recovery, for the staff time necessary to extract the data so required.

OPERATIONS:

15. The parties hereby acknowledge that:
 - (a) daily management of the Fire Dispatch Services shall be provided by Kitchener; and,
 - (b) the Fire Chief from Township of Wellesley, or his/her designate, shall meet semi-annually with the Kitchener Fire Chief, or his/her designate, to evaluate the fire service needs of Township of Wellesley as they relate to emergency communications, dispatch and communication protocols.
16. The Communications Centre may be temporarily relocated by Kitchener, without prior notice to Township of Wellesley, in the event that the continuity of its operation at Strasburg Road is in jeopardy as the result of an emergency or crisis for which Kitchener's and/or the Region's emergency plan is called into action or in an event that the Communications Centre is rendered somehow uninhabitable.
17. Kitchener shall provide Township of Wellesley with systems administration assistance relating to data analysis and report generation to a maximum of 15 hrs. annually. Additional hours of assistance shall be subject to the charges identified in Kitchener's Fees & Charges By-Law.

PERFORMANCE:

18. When alarms are received by Kitchener, they shall be recorded and tabulated by Kitchener to indicate the origin of the call.
19. Ninety-five percent (95%) of emergency telephone lines shall be answered by Kitchener within 15 seconds and 99 percent of emergency telephone lines shall be answered by Kitchener within 40 seconds.
20. Ninety percent (90%) of emergency dispatching (time that the call is answered to the start of tones to notify stations) shall be completed by Kitchener within 90 seconds.
21. All alarms including requests for additional resources shall be transmitted to the identified responding units over the required dispatch circuit(s).

R. & B. PROP. & FIRE
Township
File No: 20/12

- 22. Records of the dispatch of emergency response units in response to alarms shall be maintained by Kitchener and shall identify the following:
 - (a) the unit number of the responding vehicle;
 - (b) the time of en route by each unit (on air time);
 - (c) the time of arrival for each unit at the scene (on scene time); and,
 - (d) the time each unit is returned to service (clear time).
- 23. Where voice transmission is used as a dispatch method, the announcement for the emergency response shall be preceded by an audible warning or alerting signal that differentiates the emergency from routine radio traffic.
- 24. The first emergency response unit that arrives at the location of the alarm shall provide a brief preliminary report to the Communications Centre of the observed conditions.
- 25. Wellesley will not be responsible for payment to Kitchener for incidents that Kitchener mistaken dispatched out to Township of Wellesley. These incidents will be removed for the final payment made in December.

OUT OF SCOPE:

- 26. Not included in the Annual Fee is:
 - (a) Ontario Fire Marshal data extraction for their analysis;
 - (b) management of response boundary and rule changes to responses (additional stations, additional protection areas and additional apparatus); and,
 - (c) report/data requests outside what is defined in section 13 and technical assistance on report/data under section 16.

THIS AGREEMENT shall be binding upon and ensure to the benefit of the parties hereto, their successors and assigns.

IN WITNESS WHEREOF Township of Wellesley has hereunto caused to be affixed its corporate seal under the hands of its Mayor and Clerk and Kitchener has hereunto caused to be affixed its corporate seal under the hands of its Mayor and Clerk.

Signed, Sealed & Delivered)
)
In the presence of)

**The Corporation of the Township
of Wellesley**

Mayor Date

Clerk Date

**The Corporation of the City of
Kitchener**

Carl Zehr, Mayor Date

Randy Gosse, Clerk Date

