



Planning and Protection Committee Agenda
for February 20, 2018, to be held in
the Council Chambers at 7:00 p.m.

- 1) **DECLARATION OF PECUNIARY/CONFLICT OF INTEREST AND GENERAL NATURE THEREOF – now or anytime during the meeting**
 - 2) **PUBLIC MEETING - None**
 - 3) **REGISTRATION OF PUBLIC WISHING TO SPEAK**
 - 4) **PLEASE TURN OFF ALL CELL PHONES AND PAGERS**
 - 5) **IF THERE IS AN ADDENDUM, IN ACCORDANCE WITH SECTION 15.2.4 (OF STRIKING REPORT) DOES THE COMMITTEE WISH TO APPROVE THIS ADDENDUM?**
-

COMMUNICATION 129097

Received from: Les Reynolds, Director of Protective Services
Addressed to: Planning and Protection Committee
Date: February 12, 2018
Topic: Ocean Wave Fire Company Activity Report

SUMMARY

The January 2018 activity report for the OWFC is attached.

COMMENT

For information only.

STAFF RECOMMENDATION

Receive and record.

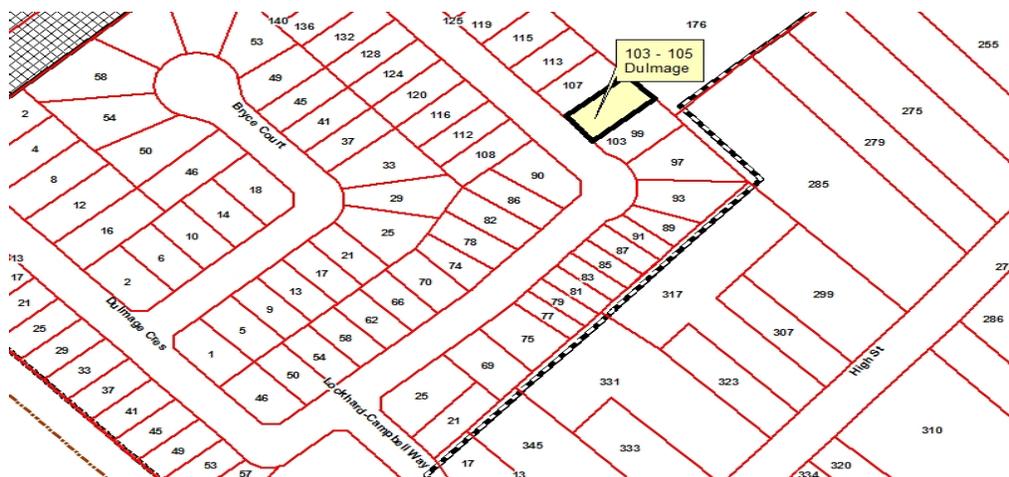
COMMITTEE DECISION

COMMUNICATION 129098

Received from Joanna Bowes, Manager of Development Services
Addressed to Planning and Protection Committee
Date January 31, 2018
Topic Part Lot Control for 103-105 Dulmage Crescent

SUMMARY

An application for lifting of Part Lot Control has been made by Talos Custom Homes. The request is proposed in order to legally separate the property on Plan 27R-11024, Block 87, Registered Plan 27M-60, municipally known as 103-105 Dulmage Crescent. This semi-detached dwelling was constructed under building permits 17-114 and 17-115. In order to create individual lots, part lot control is required to be lifted. A total of 2 units will be created through this process. The lifting of part lot control will be done on a registered plan of subdivision. The required reference plans have been submitted.



COMMENT

The lands are designated as Residential under the Town of Carleton Place Official Plan and Development Permit By-law. The proposal is consistent with the Provincial Policy Statement and meets the intent of the Official Plan and Development Permit.

STAFF RECOMMENDATION

THAT a by-law to lift the part lot control at 103-105 Dulmage Crescent be forwarded to Council for approval;
AND THAT the required documents be forwarded to the County of Lanark for approval.

COMMITTEE DECISION

COMMUNICATION 129068

Received From: Les Reynolds, Director of Protective Services
Addressed To: Planning and Protection Committee
Date: February 1, 2018
Topic: Draft Regulations under the Fire Prevention & Protection Act 1997

SUMMARY

In January 2017 the Ministry of Community Safety and Correctional Services (MCSCS) established a Fire Safety Technical Table (FSTT). The FSTT was tasked with developing recommendations to the MCSCS that would enhance fire safety in Ontario. Membership of the FSTT included representatives from the Ontario Association of Fire Chiefs, the Ontario Professional Firefighters Association, AMO, Firefighters Association of Ontario and a number of fire services including volunteer, composite and fully career departments.

As a result of their work the MCSCS has now released two draft regulations for public comment. AMO has issued an update urging all municipalities to comment by March 11.

The draft regulations are related to mandatory firefighter training and certification and a mandatory requirement to complete comprehensive community risk assessments.

Firefighter Certification

- All firefighters must be certified to the applicable NFPA standard for any duties they are expected to perform, from exterior only attack to technical rescues and hazardous materials responses
- The municipality retains the right to determine the appropriate level of fire protection services for their community, but once that level is determined their fire chief is required to ensure their personnel are trained and certified

Community Risk Assessments

- By 2024 and every five years thereafter every municipality is required to complete a community risk assessment and use that assessment to inform their decisions about the provision of fire protection services. The assessment must be reviewed annually
- The assessment must consider at least nine mandatory profiles, such as building stock, demographics, hazards and loss history.

COMMENT

Our firefighters have been training to the NFPA standards since 2014 and for the most part have either been granted equivalency through proof of past experience (grandfathering) or have attained their NFPA certification. Any gaps are being addressed and all new recruits will be required to attain NFPA 1001 Level 2 certification within two years of being hired.

UPDATE – FEB. 20

The main concerns about these proposed regulations relate to the timing of implementation and the costs that will be incurred by the municipalities in order to comply. AMO also raises the possibility of a municipality being at increased risk of bearing additional liability if some of their firefighters are certified and others are not.

Firefighter Certification

- The implementation date of Jan. 1, 2109 is very aggressive and the O AFC is concerned that some chiefs will not have 2018 funding in place to cover the additional training costs. For 2019 budget purposes chiefs may be dealing with a large number of new councillors who will need to be brought up to speed on the responsibilities and costs involved.
- Implementation of the mandatory certification for technical rescuers etc. is slated for Jan. 1, 2020 even though some curriculums and training materials have not been developed yet.
- The regulation creates an ‘intern’ classification for new firefighters. This should be expanded to include all positions and ranks so that a firefighter would be permitted to transition into a new role without attaining certification for that role beforehand.
- As AMO points out, a lot of municipalities and their fire chiefs haven’t had an opportunity to do a gap analysis and so can’t assess the cost to their departments. The government has indicated that they will consider providing some funding but certainly have not committed to doing so.
- AMO also expresses concern that while individuals enjoy indemnity from litigation under the FPPA 1997, no such protection is available to municipal corporations.

Community Risk Assessment

- The regulation requires fire departments to compile a building stock profile detailing buildings’ age, major occupancy classification under the Building Code and compliance with the Fire Code. It would be much easier to use the most current MPAC data available. Reporting on the state of compliance may not be attainable since some municipalities do not regularly inspect buildings
- In a multi-tier community the data required to report on public safety response capabilities may not be attainable
- Comparison with ‘comparable communities’ will be difficult. It would be better to compare your community’s experience against the provincial average.
- It’s important that the regulation be clarified to recognize this risk assessment as a standalone document specific to the risks associated with fire protection services

STAFF RECOMMENDATION

THAT staff be directed to provide comments on the two draft regulations to the MCSCS, based on the identified concerns.

COMMITTEE DECISION

129099 Received from: Director of Protective Services
 Date Received: 07/02/2018
 Addressed to: Planning and Protective Services Committee
 Topic: False Alarm By-law

SUMMARY:

By-law No. 37-2005 the current False Alarm By-law currently refers to the Ontario Provincial Police administering the procedures under the said By-law. The OPP do not provide this service and have requested that the noted By-law be changed to refer to the Director of Protective Services.

Staff have prepared a new By-law to reflect this change and are recommending the repeal of By-law No. 37-2005.

STAFF RECOMMENDATION:

THAT By-law No. 37-2005 be repealed and that the draft By-law as prepared by forwarded to Council for approval.

COMMITTEE DECISION:

129100 Received From: The Township of Montague
 Addressed To: All Lanark County Municipalities
 Date: February 7, 2018
 Topic: Changes to the Police Services Act

BACKGROUND

The Province has introduced Bill 175, the Safer Ontario Act 2017, which includes changes to the Police Services Act. One change calls for Police Services Boards to be aligned with the OPP detachment that serves them. Locally that would mean a single PSB for all Lanark County rather than the present situation with each municipality that has a contract with the OPP maintaining their own PSB.

SUMMARY

Montague supports the changes to the Police Services Act, but is urging the Provincial Government to ensure that under the new system each municipality has equal representation on any new PSB. Further, given the increased oversight of PSBs that is enacted in the legislation they are requesting that provincial appointees to the PSB no longer be required. They have asked for support from all other Lanark County municipalities

STAFF RECOMMENDATION

THAT the Council of the Town of Carleton Place supports Resolution 315-2017 passed by the Council of the Township of Montague on December 19, 2017.

COMMITTEE DECISION

129101 Received From: Les Reynolds, Director of Protective Services
 Addressed To: Planning and Protection Committee
 Date: February 8, 2018
 Topic: Police Service Board Minutes

SUMMARY

Minutes of the Police Service Board February 5, 2018 meeting are attached

Noteworthy items

- The OPP Skate Day was a great success
- Police are reviewing Hwy. 7 collisions

SUMMARY

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STAFF RECOMMENDATION

Receive and Record

COMMITTEE DECISION

BY-LAW xx-2018

CORPORATION OF THE TOWN OF CARLETON PLACE

BEING a by-law to establish procedures with respect to false security alarms;

WHEREAS the Council of the Corporation of the Town of Carleton Place may pass by-laws imposing fees or charges for services or activities provided by or on behalf of it, pursuant to Section 391 of the *Municipal Act, 2001* (S.O. 2001, c.25) and;

WHEREAS the Council of the Corporation of the Town of Carleton Place acknowledges the significant contribution that the installation of residential and commercial security alarm systems provide with respect to break and enters, theft and crime in our community and;

WHEREAS documentation provided to the Carleton Place Police Services Board by the Ontario Provincial Police confirms that the overwhelming majority of security alarm occurrences, attended by the Ontario Provincial Police are false, where no illicit intrusion or crime has occurred and;

WHEREAS it is the Ontario Provincial Police's policy that all security alarm calls be attended by two police officers which contributes significantly to the cost of policing in our community and;

WHEREAS the attendance to such false security alarms by the Ontario Provincial Police staff unnecessarily directs staff from other important and sometimes life threatening policing functions and could be better directed to enhancing the police presence in our community and;

WHEREAS the Council of the Corporation of the Town of Carleton Place wishes to maintain policing policies and administrative practices that contribute to the efficient and cost effective use of limited resources in our community and;

WHEREAS the onus should be placed on residential and business owners, who install security alarm systems, to ensure that they work reliably and;

WHEREAS this procedure is not intended to restrict any course of action or level of response deemed appropriate, having regard in all circumstances and;

NOW THEREFORE the Corporation of the Town of Carleton Place enacts as follows:

A. DEFINITIONS

1. In this by-law:
 - a) "**Alarm**" means an assembly of mechanical or electrical devices installed for the purpose of initiating a police response to a situation occurring in relation to the premises in which it is installed and includes a device that emits an audible or visual signal, or causes notification to be transmitted to a remote location; but does not include a device that is installed in a motor vehicle or motor home as those terms are defined in the *Highway Traffic Act* or a device designed to alert in the case of medical emergency.

- b) **"Alarm Occurrence"** means the activation of an alarm and the direct or indirect reporting of the activation to the Police.
- c) **"False Alarm"** means a Security Alarm Occurrence where there is no evidence that an unauthorized entry or unlawful act has been attempted or made into, on or in respect of a building, structure or premises and includes, but is not limited to:
 - i. the activation of an alarm during its testing without prior authorization;
 - ii. an alarm activated by mechanical failure, malfunction or faulty equipment;
 - iii. an alarm activated by atmospheric conditions, vibrations or power failure; and
 - iv. an alarm activated by user error.
- d) **"Modified Response"** means, where notification has been made, attendance to an alarm occurrence will be dependent upon the priority of other duties.
- e) **"Owner"** means the owner of the property as outlined in the Town's assessment roll or the person designated by the owner as responsible for the property.
- f) **"Reliability of Alarm Device"** means that the alarm device can be depended upon to perform as intended.
- g) **"Unreasonable Number"** means, in relation to false alarms, after two (2) received from a residential or business unit within a twelve (12) month period.

B. FALSE ALARMS

The following administrative procedures will be followed by the Director of Protective Services, or his designate, upon being notified of false alarms;

1. When an Unreasonable Number of False Alarms have occurred, a Cautionary Notice, as outlined in Schedule 'A', attached hereto and forming part of this by-law, shall be issued;
2. Where there is a further False Alarm within one (1) year of the issuance of a Cautionary Notice, a Second Notice as outlined in Schedule 'B', attached here to and forming part of this by-law, shall be issued.
3. If a further False Alarm occurs at any time following the issuance of a Secondary Notice, a Final Notice as outlined in Schedule 'C', attached hereto and forming part of this by-law, shall be issued. The Final Notice will remain in effect until the reliability of the alarm can be demonstrated to the satisfaction of the Detachment Commander or designate and a Fee for this and each subsequent False Alarm occurrence shall be issued as set out in the FEE section of this by-law.

C. NON ATTENDANCE OF OWNER

Where the Ontario Provincial Police attends a premises in response to an alarm and the attendance of the Owner or their designate is requested, the Ontario Provincial Police shall, after two (2) occasions if such person does not attend within a reasonable time:

1. Caution the Owner in writing, and
2. If a further incident of nonattendance by the Owner occurs after the issuance of a caution letter, a secondary letter shall be issued notifying the Owner of a Modified Response until the Detachment Commander, or his designate is satisfied that such person will attend in the future.
3. If further incidents of nonattendance of Owner shall occur after the issuance of a secondary letter, a letter to the Owner by the Director of Protective Services shall be issued per Section 8.3. of the FALSE ALARM section of this by-law.

A caution or notification shall be in letter form, on Town of Carleton Place letterhead and shall:

- a. be addressed to the Owner of the premises;
- b. identify the subject premises;
- c. be signed by the Director of Protective Services, or his designate; and
- d. contain either a cautionary, secondary or final notice as circumstances dictate.

D. NOTIFICATION

Any letters or notifications referred to herein shall be distributed as required, and

1. served personally, upon the Owner or person apparently responsible for the location; or
2. if personal service is deemed impractical, by approved courier service, in which case the date of service shall be the date that the courier service or Canada Post received the notification or letter.

Where notification is made of a modified response, such response will take effect in a minimum of seven (7) days from the date of service.

All alarm occurrences received by the Ontario Provincial Police, regardless of the level of response, shall be made the subject of an occurrence report and a copy provided to the Carleton Place Police Services Board.

E. FEE

Where the Ontario Provincial Police are required to attend a false alarm, either at the time of or subsequent to the issuance of a Final Notice, the Owner of the premises shall be charged a Fee of \$200.00.

Any collection costs for fees imposed pursuant to this by-law are due and unpaid for a period of thirty (30) days or more shall be added to the outstanding amount.

Any fees imposed pursuant to this by-law, which are due and unpaid for a period of sixty (60) days, shall be added to the tax roll for any real property, and shall be collected in like manner as municipal taxes.

F. PENALTY

Any person who contravenes any of the provisions of this By-law, and the procedure with respect thereto, is guilty of an offence and the penalty upon conviction therefore, shall be as provided for in the Provincial Offences Act, R.S.O., 1990, Chapter P. 33 and amendments thereto.

G. That By-law No. 37-2005 be hereby repealed.

READ A FIRST TIME, SECOND TIME AND A THIRD TIME AND FINALLY PASSED THIS
xx DAY OF xxxxxxxxxxxx 2018.

Louis Antonakos, Mayor

D.H. Rogers, Clerk

SCHEDULE 'A'

FALSE ALARM CAUTION NOTICE

TO: _____ _____ _____ _____		FROM: _____ _____ _____ _____	
PERIOD FROM	PERIOD TO	NO. OF FALSE ALARMS	LOCATION OF ALARM: Number & Street:

In the twelve month period noted above, two (2) false alarms at the above noted location were investigated by Ontario Provincial Police, Lanark County Detachment. The Carleton Place Police Services Board has been notified of the false alarms occurring at this location, and will receive a copy of this cautionary notice.

Responding to false alarms imposes a considerable strain on the ability of the Ontario Provincial Police to provide protective services to all residents, as well as exposing the police members and the public to unnecessary risks.

We trust that you will take the necessary corrective action.

SERVED ON: (NAME)	POSITION:	COMPANY:	
DATE SERVED:	SERVED BY: (NAME)	RANK:	NUMBER:
SIGNATURE OF DIRECTOR OF PROTECTIVE SERVICES: 			

SCHEDULE 'B'

FALSE ALARM CAUTION NOTICE

TO: _____ _____ _____ _____		FROM: _____ _____ _____ _____	
PERIOD FROM	PERIOD TO	NO. OF FALSE ALARMS	LOCATION OF ALARM: Number & Street:

Further to our first caution, during the twelve (12) month period noted above, a further false alarm at the above noted location was again investigated by this Detachment.

Should an additional false alarm be received in any twelve (12) month period from the date of this notice, you will receive a final notice that will require you to demonstrate the reliability of the alarm device to the satisfaction of the Ontario Provincial Police and a fee of \$200.00 will be applied to the additional and any subsequent false alarm calls.

We recommend that you take the necessary corrective action to ensure the reliability of your alarm system.

EFFECTIVE DATE OF ISSUANCE OF SECONDARY NOTICE:

FROM: _____ **TO:** _____

SERVED ON: (NAME)	POSITION:	COMPANY:	
DATE SERVED:	SERVED BY: (NAME)	RANK:	NUMBER:
SIGNATURE OF DIRECTOR OF PROTECTIVE SERVICES:			

SCHEDULE 'C'

FALSE ALARM FINAL NOTICE

TO: _____ _____ _____		FROM: _____ _____ _____	
PERIOD FROM	PERIOD TO	NO. OF FALSE ALARMS	LOCATION OF ALARM: Number & Street:

Further to our Secondary Notice, please be advised that during the twelve (12) month period noted above, additional false alarms at the above noted location were again investigated by this Detachment.

You are hereby notified that, effective the date shown below, you are required to demonstrate the reliability of the alarm device to the satisfaction of the Ontario Provincial Police. A fee of \$200.00 is payable for this and any subsequent False Alarm occurrence at this location.

We strongly recommend that you take the necessary corrective action to ensure the reliability of your alarm device.

EFFECTIVE DATE OF FINAL NOTICE: _____

SERVED ON: (NAME)	POSITION:	COMPANY:	
DATE SERVED:	SERVED BY: (NAME)	RANK:	NUMBER:
SIGNATURE OF DIRECTOR OF PROTECTIVE SERVICES:			

THE CORPORATION OF THE
TOWNSHIP OF MONTAGUE



6547 ROGER STEVENS DRIVE
P.O. BOX 755
SMITHS FALLS, ON K7A 4W6
TEL: (613) 283-7478
FAX: (613) 283-3112
www.township.montague.on.ca

February 7, 2018

VIA Email
Lanark County Clerks

Hello,

Please be advised the Council of the Township of Montague passed the following resolution at its regular meeting of December 19th, 2017:

MOVED BY: I. Streight RESOLUTION NO: 315-2017
SECONDED BY: K. Van Der Meer DATE: December 19, 2017

Whereas the Township of Montague supports the changes to the Police Services Act; and

Whereas the Township of Montague maintains a local contract (Section 10) based Police Services Board; and

Whereas the Township of Montague supports the concept of detachment based Police Services Board, however each municipality must have equal representation; and

Now therefore the Township of Montague requests that the regulation under the new Police Services Act includes equal representation for all municipalities in a detachment board, with no provincial appointees; and

That the Township of Montague supports increased oversight for Police Services across Ontario.

And that this resolution be circulated to Lanark County municipalities.
CARRIED

Please contact me if you have any additional questions.

Thank you,

Jasmin Ralph
Clerk Administrator

**CARLETON PLACE POLICE SERVICES BOARD
REGULAR MEETING
Minutes**

February 5, 2018

Council Chamber

4:30 p.m.

Present: Mayor L. Antonakos, Inspector Needham, L. Reynolds (Administrator), C. Gray, Sgt. R. Croth, Councillor Fritz
Regrets: W. Drummond, Jill Bennett

I. CALL TO ORDER

Nomination of 2018 Chair
Theresa Fritz was acclaimed the 2018 Chair.

II. DELEGATIONS:

None

III. ADOPTION OF MINUTES:

Motion 2018-1

Moved by Louis Antonakos
Seconded by Chris Gray

THAT the minutes of the regular meeting held November 27, 2017 be approved as circulated.

CARRIED

IV. COMMUNICATIONS

465.	Received from	Neil Fennell, Chair, OAPSB Zone 2
	Date	December 22, 2017
	Topic	Letter from Hon. Marie-France Lalonde

SUMMARY

Chair Fennell has distributed a letter he received from Minister Lalonde outlining potential sources of funding for the Lanark County Situation Table.

STAFF RECOMMENDATION

Receive and Record

BOARD DECISION

Receive and Record

466.	Received from	Lanark County Association of Police Services Boards
	Date	January 4, 2018
	Topic	December 13, 2017 Meeting

SUMMARY

We received the minutes from the December 13, 2017 meeting held at Tay Valley Township.

STAFF RECOMMENDATION

Receive and Record.

BOARD DECISION

Receive and Record

467.	Received from	Mayor Antonakos
	Date	January 5, 2018
	Topic	Board Procedures and Policies

SUMMARY

Mayor Antonakos has questioned the Chair's and the Secretary's interpretation of our Procedural By-law, in respect of an item that he had requested be added to the November 27, 2017 agenda, specifically 13.1(b) which states

"Where, in the opinion of the Chair, the Secretary of the Board and the Detachment Commander, the subject matter of any communication is properly within the jurisdiction of the Police Service, such communication shall be referred to the Police Service for the necessary action without prior reference to the Board".

He has asked that his e-mail be added to the agenda

STAFF RECOMMENDATION

Receive and Record.

BOARD DECISION

Receive and Record

468.	Received from	OAPSB Zone 2
	Date	December 18, 2017
	Topic	Fall Meeting

SUMMARY

We have received the minutes of the Fall meeting of OAPSB Zone 2 held in North Grenville on December 1, 2017.

STAFF RECOMMENDATION

Receive and Record

BOARD DECISION

Receive and Record

V. REPORTS

None

VI. BUSINESS/DISCUSSIONS REQUIRING PARTICIPATION OF DETACHMENT COMMANDER

1. Financial Statements

2017 Financial Statements were reviewed

2. Detachment Commander's Report

- 4rd Quarter stats were reviewed
- Sgt. Croth reported skate day was successful and thanked the Board for their support
- Inspector Needham spoke about the recent serious collisions on Hwy #7

VII. BY-LAWS

None

VII. OTHER BUSINESS

1. Board Policies and Procedures

COMMENT

It has been some time since the Board reviewed its Policies and Procedures

STAFF RECOMMENDATION

That the Secretary distribute copies of the Policy Manual dated June 2010 to all members for consideration and discussion at a future meeting.

BOARD DECISION

Bring Forward

X. NEXT MEETING

April 23, 2018 at 4:30 p.m.

XI. ADJOURNMENT

The meeting was adjourned at 5:10 p.m.

Theresa Fritz – Chair

Les Reynolds – Administrator

Date Approved -