



A People Place, A Change of Pace
SHELBURNE
ONTARIO, CANADA

Meeting Date: Monday, November 25, 2024

To: Mayor Mills and Members of Council

From: Denyse Morrissey, Chief Administrative Officer

Report: CAO 2024-05

Subject: Dufferin County Multi-Jurisdictional Fire Prevention and Protection Modernization Plan Report: Shelburne Options

Recommendation

Be it Resolved that Council receives report CAO 2024-05 regarding Dufferin County Multi-Jurisdictional Fire Prevention and Protection Modernization Plan Report for information; and that

The Town of Shelburne supports a revised model for fire services, one that would be based on collaboration and dissolution of the Shelburne and District Fire Board; and that

The Town of Shelburne approves Option 3 from the Dufferin County Multi-Jurisdictional Fire Prevention and Protection Modernization Plan Report that governance of the various fire departments revert to municipal Councils with a contract for services model be supported; and that

The Town of Shelburne re-initiates discussions with the municipalities represented on the Board of the Shelburne and District Fire Department (SDFD) regarding dissolving the SDFD Fire Board and to bring SDFD under direct governance and management of the Town of Shelburne in Q1 2026.

Background

The County of Dufferin completed a Multi-Jurisdictional Fire Prevention and Protection Modernization Plan.

The following recommendation was approved by Dufferin County Council on September 12, 2024:

THAT the report from the Chief Administrative Officer, dated September 12, 2024, regarding a Fire Protection and Prevention Review, be received;

AND THAT Multi-Jurisdictional Fire Prevention and Protection Modernization Plan Report be forwarded to all Dufferin local municipalities and fire boards for their consideration;

AND THAT comments from the local municipalities be brought back to Council by end of year to decide next steps.

The consultant's report listed four (4) options, as summarized below, in order of preference.

Option 1: Proposes a single fire department operated by the County.

Option 2: Suggests a single fire department operated by the Town of Orangeville.

Option 3: Recommends that governance of the various fire departments revert to municipal Councils with a contract for services model.

Option 4: Provides suggestions for continuing 'status quo' with some enhanced administrative supports.

County of Dufferin Report at Town of Shelburne Council, September 23, 2024

The County of Dufferin's report was item 8 under communications on the September 23, 2024 Town of Shelburne agenda:

<https://pub-shelburne.escribemeetings.com/Meeting.aspx?Id=9bbc7df3-8243-472d-a220-873bfc774a45&Agenda=Agenda&lang=English>

While there was no resolution of Council on September 23, 2024, the purpose of this report is to seek Council's direction to provide a response, as was requested, to the County of Dufferin by year end.

There has been significant review of fire services in the past five years which have included recommendations from the consultant Centred Performance that completed the Town's Community Risk Assessment (CRA) in May 2024,

and the 2021 directions from Council based on the recommendations in the County of Dufferin's Service Delivery Review (SDR).

Report CAO 2024-02 Community Risk Assessment – Consultants Report
<https://calendar.shelburne.ca/meetings/Detail/2024-07-08-1830-Regular-Council-Meeting2/fb4597d9-7658-45cf-a7c4-b1a30146961c#page=28>

Directions from Council March 15, 2021
<https://calendar.shelburne.ca/meetings/Detail/2021-03-15-1830-Special-Council-Meeting/c8443786-42ff-4de8-b459-ad09010c247c#page=3>

2020 Dufferin County Service Delivery – Third Party Board Governance

The Town of Shelburne participated in the County of Dufferin's 2020 Service Delivery Review. Governance analysis related to two third-party boards, including Fire Services was completed.

Staff report <https://www.shelburne.ca/CAO2021-03DufferinCountySDR/> provides more background information.

The December 2020 recommendations from the consultant's report, included:

It is recommended that Councils explore the dissolution of all or a subset of Fire Boards of Management that would end Fire Board Agreements and transfer Fire Department assets/function to a Municipality to operate as a municipal department. Given the technical complexity, regulatory requirements, and potentially large liabilities associated with delivering the service, board arrangements are a challenging governance structure with which to operate fire services.

Establishing fire services as a municipal department allows the critical role of providing emergency services to residents to be brought into the municipal structure. The dissolution of fire boards would result in the development of a fee-for-service fire agreement between the municipalities that house the Fire Department, and those that are contracting services from them. The revised agreement would be for a period of 5 years, with options included to extend for another 5 years. This provides an opportunity to reassess the costs associated with delivery of this service. Closest hall response would continue to be provided, and the agreement will include language to that effect. Mutual aid agreements may also continue without a need to be changed.

Town of Shelburne Council March 2021 Direction

At the March 15, 2021 Special Council meeting the following resolution was passed:

Council supports in principle, the recommendations specific to indoor recreation and fire services from the County of Dufferin Service Delivery Review Part A and the dissolution of the boards of management whereby each service area would be directly delivered by the Town of Shelburne;

AND THAT Staff is directed to review and outline the processes to move forward with the dissolution of the two boards and outline the estimated timelines and estimated costs in a follow up report;

AND THAT Council directs Staff to incorporate this general direction in the scope of work that would be required within the Town's Service Delivery Review, as well as Parks and Recreation Master Plan as both projects will be completed in 2021.

A number of preliminary discussion meetings, including the Mayor and CAO attending Council meetings of some of the municipalities represented on the Board were held starting in August 2021. No additional meetings or discussions were undertaken after these by Shelburne.

Prior to the establishment of the Shelburne and District Fire Department board of management in 1991, fire services was a Town department and provided fire services for a fee to other municipalities. The 1991 agreement to enter into a joint board of management to form the SDFD (which came in to effect on January 1, 1992) is provided in Appendix 1.

Analysis

Past analysis, as listed in background section of this report, had provided recommendations regarding fire services and the Shelburne and District Fire Department.

Town of Shelburne Community Risk Assessment for fire

Centred Performance the consultants that completed The Town's Community Risk Assessment (CRA) in May 2024 restated and supported the County's 2020 SDR and the recommendations regarding boards and governance. Centred Performance made eight strategic recommendations to the Town of Shelburne. Number 8 is listed below.

Continue to explore discussions on the merits of dissolving the SDFD Fire Board and bring SDFD under the Town Council's direct governance to meet the needs and circumstances of the Town's future growth and create service contracts with remaining municipalities that meet their municipal requirements.

Town of Shelburne's Insurance Policy

Staff are working with our insurer to review how a stand-alone insurance policy for SDFD can be implemented. The current model includes the Town having the insurance of the SDFD under the Town Policy.

Due to this approach, the Town carries all risk associated with SDFD as a function of our insurance policy. In the past the Town's premiums and claims management have been impacted and policy costs increased from a service area not under the direct care and control of the Town of Shelburne.

Town of Orangeville

Orangeville Fire Services is a function of the Town of Orangeville and a department of the Town. General information is provided at:

<https://www.orangeville.ca/en/living-here/fire-services.aspx>

The Town of Orangeville provides fire services via agreements and fees for service model to a number of other municipalities in Dufferin County including Township of Amaranth, Township of East Garafraxa, and the Town of Mono.

One example is the Town's fee structure for 2023-2026 with the Township of Amaranth:

<https://pubamaranth.escribemeetings.com/filestream.ashx?DocumentId=2277>

The Township of Mulmur

On November 6, 2024, Mulmur Township Council approved the following:

The Council of the Township of Mulmur support, in principle, the dissolution of the Fire Boards servicing the Township of Mulmur;

And that Council support the further exploration of a North Dufferin Fire Service Area that would include the approximate geographic area currently served by Shelburne & District, Mulmur-Melancthon and Rosemont & District Fire Boards;

And further that this report and motion be forwarded to the County of Dufferin and participating municipalities, with a request that the municipalities provide an indication of Council's interest in further exploring a North Dufferin Fire Service Area.

The Mulmur Township motion and staff report under Communications on the Town of Shelburne Council November 25, 2024 agenda:

Extracted from the Mulmur staff report is:

Following the direction from the October 2024 Council meeting, staff initiated discussions and research related to establishing a North Dufferin Fire Service Area.

There appears to be interest to explore a North Dufferin Fire Service Area by some of the participating municipalities within the Northern portion of Dufferin, depending on the governance structure being proposed.

For the purpose of further discussions, the following terms are defined:

North Dufferin Fire Service Area: could be the geographic area currently served by Shelburne Fire, Mulmur-Melancthon Fire and Rosemont Fire.

North Dufferin Fire Agreement: could be an agreement between the municipalities within the North Dufferin Fire Service Area which would address fee structure, report structure, governance and transfer/rental of capital assets.

North Dufferin Fire Department: could be a single department operated under the governance of the Town of Shelburne, with the Fire Chief reporting directly to the Shelburne CAO, and the Rosemont and Mulmur-Melancthon (substations) Chiefs reporting to the Shelburne Chief.

Fire Services Oversight Committee: could be a group composed of elected officials and staff from municipalities within the North Dufferin Fire Service Area that provides oversight and input but does not manage fire staff or approve a budget.

No analysis of this request and especially the option that the North Dufferin Fire Department could be operated under the Town of Shelburne has been completed by staff as part of this report.

Recommended Next Steps

This report has included the recommendation that Town of Shelburne re-initiates discussions, that could be commenced in January and February 2025, with the municipalities represented on the Board of the Shelburne and District Fire Department (SDFD) regarding dissolving the SDFD Fire Board to

bring SDFD under direct governance and management of the Town of Shelburne in Q1 2026.

In order for suggested timeline to be met the process would need to include support from the municipalities represented on the SDFD board that the two-year notification requirement for termination in the 1991 agreement be amended or waived.

Pending the recommendations of this report being approved by Council and the process commenced for SDFD to become a function of the Town of Shelburne, there could be exploratory discussions to evaluate whether it is strategic, both operationally and financially, for the Town of Shelburne be part of a potential North Dufferin Fire Service Area model.

That process would include the Town needing to complete comprehensive review of the Community Risk Assessments (CRA) that each municipality recently undertook (each had worked with a consultant) given the large service areas of the other fire departments of those municipalities. It is expected that a consultant that specializes in fire service would also need to be hired and involved in such a project.

Other Municipal Models - Provision of Fire Services

The Town of Lincoln and Town of Grimsby have a shared services model and partnership. There is also a shared service model between the Town of Minto, Township of Mapleton, and the Township of Wellington North.

In the Town of Lincoln and Town of Grimsby model the fire service staff and personnel are employees of one municipality, the Town of Lincoln. In the Minto model, the management team and some administrative staff are employees of the Town of Minto while all others are employees of the other municipalities.

The Town of Lincoln and Town of Grimsby model was established in October 2021. It is currently being reviewed and is extended to June 2025:

<https://www.lincoln.ca/services/fire-emergency-services/shared-services-pilot-project>

https://www.grimsby.ca/media/hn0nfcss/fire-shared-services-summary-report_final.pdf

https://www.grimsby.ca/media/xqhc4wxm/jfsac-terms-of-reference_2024.pdf

The Town of Minto, Township of Mapleton, and the Township of Wellington North model is comprised of seven (7) fire stations and approximately 150 volunteer/ paid on-call fire fighters with a Fire Management Team.

A link to a report on Fire Services Partnership, February 27, 2024:

<https://mapleton.civicweb.net/document/31662/Fire%20Services%20Partnership.pdf?handle=5AC5E7F20C394589845C25BD2F2F2D51>

The March 2024 agreement for the Town of Minto, Township of Mapleton, and the Township of Wellington North:

<https://mintopublishing.escribemeetings.com/filestream.ashx?DocumentId=24005>

Review of both models could be completed.

Financial

Additional and significant financial analysis, not limited to operating, capital, dissolution related costs, fee for service contract model options/structure options, and the funding strategy for the Town of Shelburne to assume SDFD would be completed by staff pending the direction of Council. It is also anticipated there would be legal costs associated with the process.

SDFD 2025 Budgets

In 2027, the SDFD capital budget lists \$15 Million for a new/expanded fire hall. This amount was increased from \$12 million. In 2021 the estimated cost listed in the projected 2028 SDFD budget was \$2.2 million. The \$12 million was also not captured in the Town's last five year DC study.

Based on the 2024 funding model Shelburne would fund 56.34 % (or more potentially) of the capital costs or about \$8.45 million of \$15 million. The SDFD 2025 draft operating and capital budgets are provided in Appendix 2.

The allocation percentage formula is set out in the 1991 agreement and determines the percentage for both the operating and capital budgets to be paid by each municipality represented on the Board.

Each municipality represented on the board, regardless of funding allocation, has two representatives and two votes on the board. As noted earlier in the report, the 1991 agreement is provided in Appendix 1.

The 2024 SDFD budget breakdown is shown below.

Municipality	Board Rep #	%	Operating	Capital	Total
Amaranth	2	13.49%	\$120,390.49	\$52,874.08	\$173,264.57
Melancthon	2	13.48%	\$120,307.51	\$52,837.63	\$173,145.14
Mono	2	9.25%	\$82,559.19	\$36,259.02	\$118,818.21
Mulmur	2	7.35%	\$65,613.42	\$28,816.63	\$94,430.05
Shelburne	2	56.34%	\$503,685.39	\$221,212.64	\$724,898.03

**Town of Shelburne Development Charges – \$15 Million
New/Expanded Fire Hall**

The Town’s DC study is being updated in 2025 and will need to include this \$15 million capital cost. However, development and then our DC collection is contingent upon the waste treatment plant expansion.

In the absence of the waste treatment expansion project being funded which will allow development to be supported there would be minimal future DCs collected. The project costs would otherwise have to become a tax supported capital cost and require applicable tax levy increases to support debt funding. The Town’s ability to support significantly more debt is very limited.

Town of Shelburne – SDFD as a department of the Town

With consolidation of fire services within the Town as a town department there are costs related to the Board structure that would not be incurred and that would impact applicable SDFD staff positions as well as consultants (where applicable).

The types of costs that would be eliminated include board administration, board meeting agenda administration, board education/training related costs, and the annual audit. There is a range of functions that would become a responsibility of Town staff and which are not limited to operating and capital budgets, asset management, payroll administration, HR services

and HR policies, legal services, building and facility management, purchasing, and communications.

Policies & Implications

Not applicable

Consultation and Communications

Not applicable

Council Priorities

Council's Priorities has three Pillars - Sustainable, Engaged and Livable.

There is a total of 14 Priorities within the three Pillars. This report aligns with the Sustainable and Engaged Pillar within the Priorities of:

SP2 Invest in critical infrastructure and services for the future

SP5 Build responsive organizational capacity

EP1 Promote effective partnerships

Supporting Documentation

Appendix 1 – 1991 agreement to enter into a joint board of management to form the SDFD (which came into effect on January 1, 1992).

Appendix 2 – Shelburne & District Fire Department 2025 operating and capital budgets.

Respectfully submitted:

Denyse Morrissey, CAO

TOWN OF SHELBURNE

BY-LAW NUMBER 22-1991

being a By-law to authorize a Fire Protection Agreement

WHEREAS Paragraph 5, Section 208 of The Municipal Act, R.S.O. 1980, Chapter 302, authorizes the Councils of all Municipalities to enter into agreements with other municipalities for the joint management and operation of fire departments and for the establishment of joint boards of management thereof:

NOW THEREFORE the Council of the Corporation of the Town of Shelburne enacts as follows:

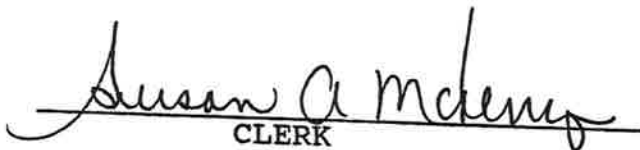
THAT an agreement be entered into between the Town of Shelburne, the Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur with respect to fire department management and operation and the establishment of a joint board of management in accordance with the agreement attached.

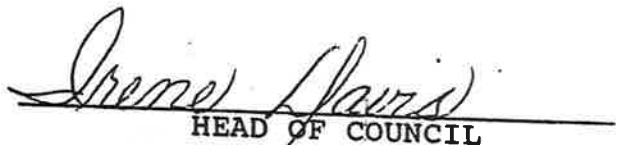
This by-law shall take effect and come into force on January 1, 1992.

That all or any parts of by-laws not consistent herewith are hereby repealed.

BY-LAW READ A FIRST AND SECOND TIME THIS 9th DAY OF September, 1991.

BY-LAW READ A THIRD TIME AND PASSED THIS 9th DAY OF September, 1991.


CLERK


HEAD OF COUNCIL

AGREEMENT

THE AGREEMENT made this 15th day of October 1991, BETWEEN:

THE CORPORATION OF THE TOWN OF SHELBURNE

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

THE CORPORATION OF THE TOWNSHIP OF MONO

THE CORPORATION OF THE TOWNSHIP OF MULMUR

WHEREAS Section 208 (5) of the Municipal Act, R.S.O. 1980 allows for entering into agreements with one or more municipalities to provide for the joint management and operation of the Fire Departments and for the establishment of Joint Boards of Management thereof;

AND WHEREAS Section 210 (24) of the Municipal Act, R.S.O. 1980 grants permission for two (2) or more municipalities to establish, maintain and operate Fire Departments upon such basis as to the distribution of costs as the municipalities may agree;

AND WHEREAS the parties hereto have passed respective by-laws for entering into this Agreement;

AND WHEREAS the parties hereto have agreed to jointly manage and operate a Fire Department known as the Shelburne & District Fire Department, hereinafter called the "DEPARTMENT", for the purpose of providing fire protection in the areas defined in this Agreement. "FIRE PROTECTION", for the purpose of this Agreement shall mean prevention, rescue and suppression services;

AND WITNESSETH THIS AGREEMENT that in consideration of the covenants and terms contained herein, the parties hereto agree as follows:

1. A Joint Board of Management shall be established and shall be composed of two (2) members from each municipality and to be known as the SHELBURNE & DISTRICT FIRE DEPARTMENT JOINT BOARD OF MANAGEMENT, hereinafter called the "FIRE BOARD". The Fire Board shall be appointed by the Councils of the participating municipalities, each Council appointing in December, to take office effective January 1st next following, for a term

concurrent with Council, two members including at least one elected member. Any vacancy occurring on the Fire Board shall be filled within thirty (30) days of same occurring by the Council of the municipality which had appointed the member wherein the vacancy occurred.

2. The Fire Board shall appoint a Chairperson from among its members at the first meeting of the Fire Board in each calendar year. The Chairperson shall preside at all meetings of the Fire Board and be charged with the general administration of the business and affairs of the Fire Board.
3. The Fire Board shall appoint a Secretary/Treasurer at the first meeting of the Fire Board in each calendar year. The Secretary/Treasurer shall be from the administration of one of the participating municipalities. The Fire Board shall appoint an auditor for the Board and shall audit the accounts of the Fire Board and shall submit copies of the annual statements and copies of his report to the Fire Board and to each of the parties to the Agreement.

The Secretary/Treasurer shall give or cause to be given all notices required to members of the Fire Board and shall attend all meetings of the Fire Board and enter or cause to be entered in books kept for that purpose minutes of all proceedings at such meetings and be the custodian of all books, papers, records and documents belonging to the Fire Board and perform and do such other duties as may from time to time be prescribed by the Fire Board.

The Secretary/Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Department and, under the direction of the Fire Board, shall deposit all monies with respect to the operation of the Department in a special bank account designated for that purpose and shall render to the Fire Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Department. The Secretary/Treasurer shall pay only such items as are approved.

4. The Fire Board shall hold at least four regularly scheduled meetings annually, and at such other times at the call of the Chairperson or on petition of a majority of the members of the Fire Board. The Fire Board shall ensure the attendance of the Fire Chief of the Department and/or his representative(s) at each Fire Board meeting.
5. The Fire Board shall ensure that all meetings are convened and continued only when a quorum of six (6) members including the Chairperson is present.
6. All Fire Board meetings shall have business conducted by Parliamentary procedure.

Copies of all minutes of regular and special meetings of the Fire Board are to promptly submitted to the Councils of each party to this Agreement.

Quarterly unaudited Financial Statements, after consideration by the Fire Board, are to be forwarded to the Councils of each party to this Agreement forthwith.

7. The Councils may offer direction by January 15 of each year prior to budget deliberations. By the 28th day of February in each year, the Fire Board shall submit in writing to each of the parties hereto a draft budget for the operation of the Department for that year. Each party hereto shall endeavour to approve such draft budget or an amendment thereof as agreed to by the other parties on or before the 30th day of March in each year.

Each party hereto agrees to pay the amount required from the municipality for Fire Board purposes in the following instalments:

- i) twenty-five percent (25%) of the amount required for Fire Board purposes in the prior year on or before the 31st day of March in the current year;
- ii) Fifty percent (50%) of the amount required for Fire Board purposes in the current year, less the amount of the instalment paid under Section (i), on or before the 30th day of June in the current year;
- iii) Twenty-five percent (25%) of the amount required for Fire

Board purposes in the current year on or before the 30th day of September in the current year;

iv) Twenty-five percent (25%) of the amount required for Fire Board purposes in the current year on or before the 15th day of December in the current year.

Each annual draft budget submitted to the Councils shall include an appropriate provision for a reserve for the replacement of equipment. The Secretary/Treasurer shall submit a report to the Fire Board on the position of the reserve by the 31st day of January of each year.

8. It shall be the responsibility of the Fire Board to prepare draft by-laws and formulate policies and procedures for and relating to the administration of the Department and of the Fire Board.
9. The Fire Board shall provide adequate facilities and equipment for the operation of the Department.
10. The Fire Board shall be responsible for providing fire protection to areas within the boundary lines as per Schedule "A" attached and forming part of this agreement.
11. The Department shall endeavour to respond as soon as possible to all emergency calls within the defined areas as per Schedule "A" with such apparatus and manpower as per policy established by the Fire Board.
12. All parties to this Agreement shall give such authority as may be necessary, by by-law, to the members of the Department in all matters pertaining to the Fire Protection.
13. The Fire Board will arrange, in consultation with the Councils of the parties hereto, for the issue of policies of insurance to protect assets in the care, custody and control of the Fire Board from physical loss or damage, and for protecting the Fire Board, the parties hereto and members of the Department against legal liability resulting from the activities of the Fire Board and the operations of the Department, and to ensure that all policies of insurance provide that all parties to this Agreement are endorsed as additional named insureds as their interest may appear.

14. i) The parties hereto agree that, for the purpose of the financial terms and commitments of this Agreements, all capital and operating costs incurred by the Department shall be apportioned to the parties of this Agreement according to Schedule "B" which forms part of this Agreement.
- ii) The Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur hereto agree with the Town of Shelburne that capital maintenance and operating costs and assets of the existing Fire Department, shall be administered as set out in Schedule "C" attached and forming part of this Agreement.
15. This agreement shall be in effect when all parties have signed the said Agreement and shall remain in effect until a new Agreement is made.
- Should one of the parties wish to propose an amendment to this Agreement, such written notice shall be given to the Fire Board and to all parties of this Agreement at least thirty (30) days prior to the next regularly scheduled meeting of the Fire Board.
16. So often as there shall be any dispute between the parties to this Agreement or any of them with respect to any matter contained in this Agreement including, but not limited to, the interpretation of this Agreement, the same shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, R.S.O. 1980 c. 304, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement. If, for any reason, the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, then the parties hereto shall agree to the selection of a single arbitrator and, in the absence of agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, R.S.O. 1980 c. 25 or pursuant to any successor legislation.

17. In the event that any municipality wishes to cease participating in the Fire Board, they may do so provided that:
 - a) Two (2) years written notice be given to the Fire Board and to the other parties. Any written notice given as aforesaid shall terminate this Agreement as of 31 December of the appropriate year.
 - b) Any debt incurred by the municipality for Fire Board purposes, whether through the issue of debentures or any other way, shall remain the responsibility of the municipality.
 - c) Any assets, including reserves but excluding the fire hall, contributed by the municipality to the Department shall remain the property of the Department.
 - d) If the Department is completely dissolved, the assets are to be split, based on the formula in paragraph 14 (i) of this Agreement.
18. It is agreed that, with respect to matters not dealt with in this Agreement, the Fire Board may formulate policies for and relating to the administration and operation of the Department unless otherwise prohibited by any applicable statute or regulation passed thereunder.
19. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms hereof.
20. Upon the execution of this Agreement by all parties, any existing Agreements among the parties as amended with respect to fire protection shall forthwith become null and void.
21. In the event that any covenant, provision or terms of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail, but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement, which shall remain in full force and effect mutatis mutandis.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their respective corporate seals duly attested to by the hands of their respective proper officers in that behalf.

THE CORPORATION OF THE TOWN OF
SHELBURNE

Per *James Davis*
Mayor

Per *Susan A. Melnyk*
Clerk

THE CORPORATION OF THE TOWNSHIP
OF MELANCTHON

Per *D.C. Oldfield*
Reeve

Per *Mavis A. Hunter*
Clerk

THE CORPORATION OF THE TOWNSHIP
OF AMARANTH

Per *Charles V. Bryan*
Reeve

Per *[Signature]*
Clerk

THE CORPORATION OF THE TOWNSHIP
OF MONO

Per *Ernie Staveley*
Reeve

Per *[Signature]*
Clerk

THE CORPORATION OF THE TOWNSHIP
OF MULMUR

Per *John Newton*
Reeve

Per *[Signature]*
Clerk

NTIO

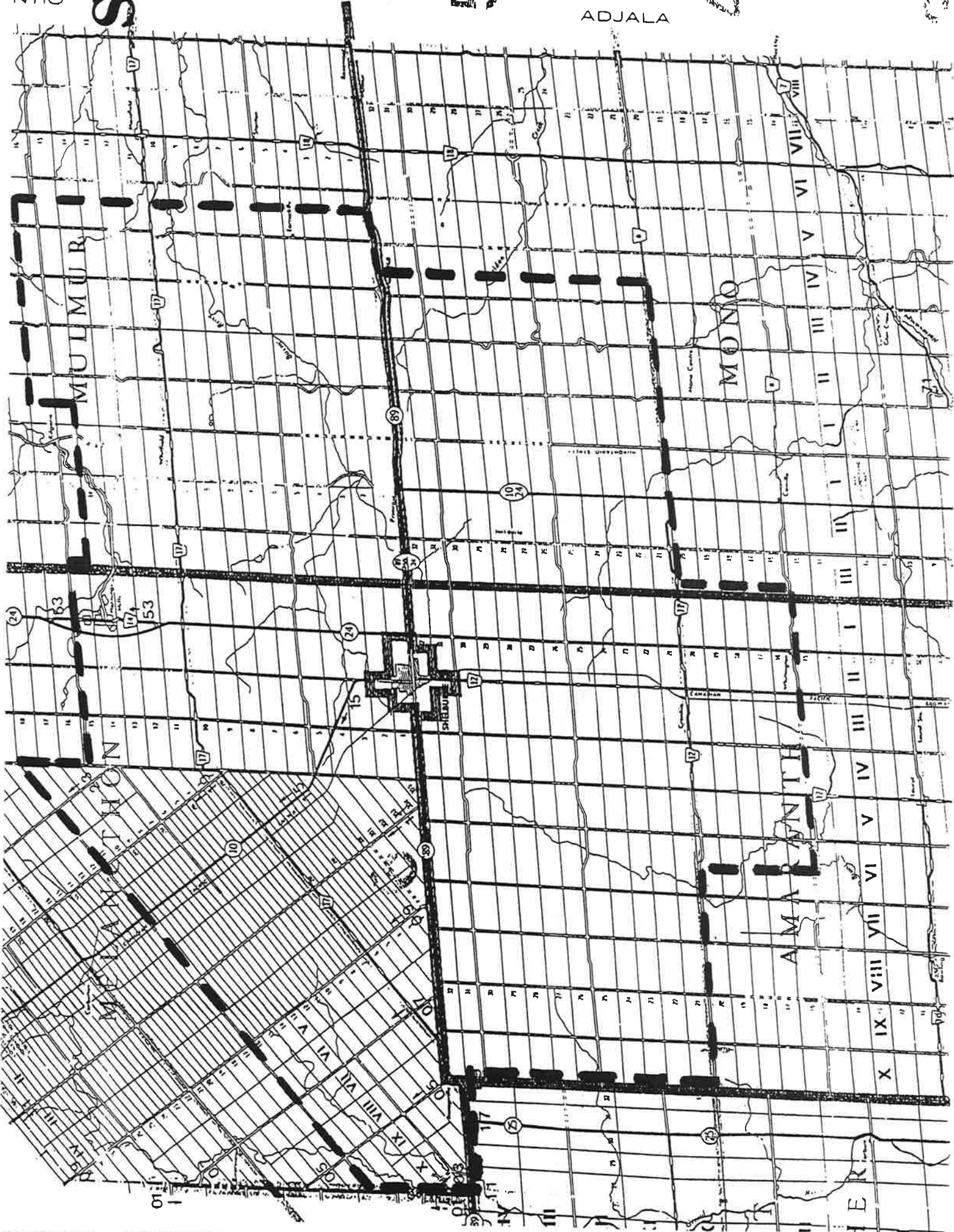
Schedule: A

SIMCOE

Fire Service Area

5

ADJALA



SCHEDULE "B"

COST SHARING

1. Definitions:

"Assessment" shall include all

taxable residences
taxable commercial and industrial
taxable businesses

as shown on the previous year's assessment roll, but shall not include exempt assessment.

"Households" shall include all primary or tenant households and apartments as shown on the previous year's assessment roll. (RU, FRU, RDU)

"Fire calls" shall include all emergency calls that involve calling the volunteers and/or vehicle(s) out, including false alarms, but shall not include calls to provincial or county highways which will be billed out direct to those jurisdictions by the Department. Fire calls from the previous three years shall be included.

2. Capital and operating cost sharing shall be calculated annually by the Secretary/Treasurer of the Department by taking the data provided by the clerks from the previous year's assessment roll for total assessment and total households; and average fire calls as recorded by the Department for the previous three years and converting each category into an average percentage as in part "3". The Combined Average percentage shall be used for cost sharing.

3.

<u>Municipality</u>	<u>Assessment</u>	<u>%</u>	<u>Res. & Bus. Units</u>	<u>%</u>	<u>Fire Calls</u>	<u>%</u>	<u>Combined Average %</u>
<u>Amaranth</u>	3,661,994	15.71	371	12.68	5	6.92	11.78
Melancthon	3,645,457	15.64	380	12.99	12	16.59	15.08
Mono	3,723,898	15.98	343	11.72	9.66	13.36	13.67
Mulmur	4,227,402	18.14	414	14.15	10.33	14.28	15.52
Shelburne	8,046,337	34.53	1,418	48.46	35.33	48.85	43.95
TOTAL	23,305,088	100.00	2,926	100.00	72.32	100.00	100.00

SCHEDULE "C"

ASSETS OF THE SHELBURNE FIRE DEPARTMENT

Existing Fire Hall

- Shelburne shall retain ownership of the existing fire hall.
- The Town of Shelburne, the Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur shall contribute to the remaining debenture payments for the fire hall being payable in 1992 and 1993, according to the cost sharing formula in Schedule "B".
- In 1994 and succeeding years, the Shelburne & District Fire Department shall lease the fire hall from the Town of Shelburne for one dollar (\$1.00) per year.
- All maintenance, insurance and operating expenses of the fire hall shall be an expense of the Shelburne & District Fire Department.
- Future capital improvements and/or expansions shall be jointly funded as per the cost-sharing formula in Schedule "B". These improvements and expansions shall be assets of the Shelburne & District Fire Department.

Vehicles, Equipment and Reserves

- All vehicles, equipment and reserves in the possession of the Shelburne Fire Department shall be transferred to the Shelburne & District Fire Department and shall be owned by the Shelburne & District Fire Department.

SHELBURNE & DISTRICT FIRE BOARD

2025 OPERATING BUDGET

PRESENTED: November 7, 2023

ACCOUNT NUMBER	ACCOUNT NAME	2024 BUDGET	2024 TO DATE	2025 BUDGET	Variance	Comments
EXPENDITURES						
4100-0400	Legal & Audit & HR Services	\$ 25,000.00	\$ 73,836.85	\$ 7,500.00	\$ (17,500.00)	
4100-0550	Office Supplies & Equipment (photocopies, postage, general office supplies)	\$ 3,000.00	\$ 2,760.12	\$ 8,500.00	\$ 5,500.00	Increase based on 2024 projected expense & replacement of 2 laptops & work stations
4100-0600	Material & Supplies (Def Fluid, car wash, tarps, detergent, absorbant, etc.)	\$ 3,500.00	\$ 5,218.55	\$ 3,500.00	\$ -	
4100-0700	Services & Rentals (FirePro, Photocopier Lease, Internet, etc.)	\$ 8,750.00	\$ 6,583.71	\$ 9,000.00	\$ 250.00	Addition of a module in FirePro
4100-1100	MTO/ARIS Fees	\$ 850.00	\$ 552.00	\$ 850.00	\$ -	
4200-1650	IT Support Dufferin County	\$ 1,500.00		\$ 1,500.00	\$ -	
4100-0800	Subscriptions & Memberships (O AFC, CAFC, NAFI, CAFI, OMFPOA, Red Cross, Blink)	\$ 700.00	\$ 1,065.80	\$ 1,350.00	\$ 650.00	Additional Membership Fees
4100-0900	Conventions & Conferences	\$ 4,500.00	\$ 3,133.67	\$ 4,500.00	\$ -	
4100-1000	Radio Licence Renewal	\$ 1,000.00	\$ 987.11	\$ 1,500.00	\$ 500.00	Addition of radio frequencies due to Radio Project
4100-1200	Heath & Safety Expenses (FF Rehab, Hero Wipes, Accountability)	\$ 2,500.00	\$ 1,766.63	\$ 2,500.00	\$ -	
4100-1250	Medical Supplies (Gloves, AED Pads, Bandages, etc.)	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	
4100-1300	Fire Prevention/Pub Ed	\$ 8,500.00	\$ 1,780.06	\$ 5,000.00	\$ (3,500.00)	
4100-1500	Training - Courses/Expense	\$ 46,800.00	\$ 44,430.32	\$ 80,000.00	\$ 33,200.00	Mandatory Certification, JHSC Training, Elevator Rescue Training, FLSE
4100-1800	Communication Equipment	\$ 3,500.00	\$ -	\$ 3,000.00	\$ (500.00)	
4100-1900	Dispatch	\$ 50,400.00	\$ 27,562.50	\$ 53,000.00	\$ 2,600.00	5% increase as per contract
4200-0100	Fire Call Wages	\$ 165,000.00	\$ 100,237.81	\$ 165,000.00	\$ -	

ACCOUNT NUMBER	ACCOUNT NAME	2024 BUDGET	2024 TO DATE	2025 BUDGET	Variance	Comments
4200-0102	Full-time Staff Wages	\$ 190,000.00	\$ 129,320.64	\$ 210,000.00	\$ 20,000.00	Annual COLA
4200-0103	FF-Other Wages (Pub Ed, Meetings, Inspections, etc.)	\$ 49,500.00	\$ 32,817.89	\$ 60,000.00	\$ 10,500.00	Addition of Standby on Long Weekends
4200-0105	Training Wages	\$ 72,000.00	\$ 73,462.45	\$ 100,000.00	\$ 28,000.00	Mandatory Certification, JHSC Training, Elevator Rescue Training, FLSE
4200-0110	Employers Portion - EI	\$ 3,400.00	\$ 2,440.49	\$ 3,400.00	\$ -	
4200-0120	Employers Portion - CPP	\$ 31,000.00	\$ 14,761.42	\$ 21,000.00	\$ (10,000.00)	Decrease based on 2024 projected expense
4200-0150	Mileage & Meals	\$ 1,000.00	\$ 2,954.67	\$ 4,000.00	\$ 3,000.00	Increased travel for increasing training requirements
4200-0200	Benefits (Manulife & VFIS)	\$ 33,000.00	\$ 18,519.07	\$ 33,000.00	\$ -	
4200-0210	WSIB	\$ 20,500.00	\$ 9,156.20	\$ 20,500.00	\$ -	
4200-0220	Employer Health Tax	\$ 9,360.00	\$ 7,301.44	\$ 9,360.00	\$ -	
4200-0300	OMERS Pension Plan	\$ 23,360.00	\$ 13,498.98	\$ 25,000.00	\$ 1,640.00	Annual COLA
4200-0400	Employee & Family Assistance Program	\$ 915.00	\$ 1,318.81	\$ 1,300.00	\$ 385.00	
4200-0500	Protective Clothing (hoods, gloves, gear cleaning/rentals, safety glasses, safety boots)	\$ 10,000.00	\$ 8,627.44	\$ 12,500.00	\$ 2,500.00	Safety Boot program, NFPA required 3rd party gear inspection
4200-0550	Uniforms (Station Wear, T-shirts, Class A's, Name Tags)	\$ -	\$ -	\$ 8,500.00	\$ 8,500.00	12 sets of station wear & 2 Class A Uniforms
4200-0800	SCBA Maintenance & Fit Testing	\$ 5,000.00	\$ 414.71	\$ 5,000.00	\$ -	
4200-1000	Truck Operations & Maintenance			\$ 23,000.00	\$ 23,000.00	Amalgamation of truck maintenance accounts & increase in annual inspection fees due to ministry requirements
4200-1005	Truck R&M - Pump 24	\$ 3,000.00	\$ 2,354.95	\$ -	\$ (3,000.00)	
4200-1010	Truck R&M - Car 21	\$ 2,000.00	\$ 3,587.88	\$ -	\$ (2,000.00)	
4200-1015	Truck R&M -Car 22	\$ 1,500.00	\$ 379.76	\$ -	\$ (1,500.00)	
4200-1020	Truck R&M - Tanker 25	\$ 2,500.00	\$ 282.56	\$ -	\$ (2,500.00)	
4200-1030	Truck R&M - Rescue 26	\$ 3,000.00	\$ 6,317.89	\$ -	\$ (3,000.00)	
4200-1040	Truck R&M - Pump 27	\$ 3,000.00	\$ 2,710.25	\$ -	\$ (3,000.00)	
4200-1050	Truck R&M - Ladder 28	\$ 3,000.00	\$ 808.13	\$ -	\$ (3,000.00)	
4200-1060	Fuel for Trucks	\$ 18,000.00	\$ 10,276.05	\$ 18,000.00	\$ -	
4200-1100	Insurance Premium	\$ 64,900.00	\$ 69,867.73	\$ 84,000.00	\$ 19,100.00	Anticipated 20% increase in premium rates

ACCOUNT NUMBER	ACCOUNT NAME	2024 BUDGET	2024 TO DATE	2025 BUDGET	Variance	Comments
4200-1200	Miscellaneous/Recognition Night (Retirement Gifts, X-mas Party, Awards night)	\$ 3,000.00	\$ 3,613.85	\$ 5,500.00	\$ 2,500.00	Addition of FF recognition night in April & 2 potential retirements in 2025
4200-1300	Utilities (Gas/Hydro/Water/Sewer)	\$ 30,000.00	\$ 14,360.75	\$ 25,000.00	\$ (5,000.00)	Decrease based on 2024 projected expense
4200-1400	Bell Canada (Dispatch Line)	\$ 1,000.00	\$ 713.46	\$ 1,100.00	\$ 100.00	Increase based on 2024 projected expense
4200-1500	Bell Canada (Admin Line)	\$ 1,600.00	\$ 1,078.89	\$ 1,700.00	\$ 100.00	Increase based on 2024 projected expense
4200-1550	Bell Mobility	\$ 1,700.00	\$ 911.76	\$ 1,500.00	\$ (200.00)	Decrease based on 2024 projected expense
4200-1600	Drivers License/Medicals	\$ 800.00	\$ 492.50	\$ 800.00	\$ -	
4200-1700	Bank Service Charges	\$ 725.00	\$ 394.50	\$ 725.00	\$ -	
4200-1750	Ceridian Payroll	\$ 3,000.00	\$ 1,581.34	\$ 2,500.00	\$ (500.00)	Decrease based on 2024 projected expense
4200-1800	Equipment Replacement/Acquisition	\$ 5,000.00	\$ 3,077.37	\$ 3,500.00	\$ (1,500.00)	Decrease based on 2024 projected expense
4200-1810	Equipment Maintenance	\$ 4,000.00	\$ 7,862.92	\$ 8,000.00	\$ 4,000.00	Annual Compressor maint, Annual extrication maintenance
4200-1860	FF Association Expenses	\$ -	\$ (541.07)	\$ -	\$ -	
4200-1900	TSF Bell Tower Lease to Capital				\$ -	
4200-1950	Purchase of Truck				\$ -	
4200-1980	Building Maintenance	\$ 9,500.00	\$ 3,684.79	\$ 9,500.00	\$ -	
4200-2000	Interest on Temporary Loans	\$ 600.00		\$ 600.00	\$ -	
4200-2100	Fire Hydrants	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	
4200-2500	Uncollectible Accounts	\$ -		\$ -	\$ -	
	TOTAL EXPENSES	\$ 943,860.00	\$ 725,825.60	\$ 1,054,685.00		

Increase in Expenses over Previous Year 11.74%

REVENUES:

3000-0500	Interest on Current Account	\$ 5,000.00	\$ 4,312.63	\$ 5,000.00	\$ -	
3000-0600	Inspection Revenue	\$ 4,000.00	\$ 3,800.00	\$ 4,400.00	\$ 400.00	Based on 5 year average
3000-0800	MTO / County / Insurance MVC Revenue	\$ 40,000.00	\$ 8,114.16	\$ 40,000.00	\$ -	
3000-0850	Hydro / Enridge Revenue	\$ 5,000.00		\$ 5,000.00	\$ -	
3000-0900	False Alarm / Fire Report / Misc. Revenue	\$ 500.00	\$ 5,141.13	\$ 2,000.00	\$ 1,500.00	Based on 5 year average
3000-2000	Grant Revenue		\$ 24,318.56			
3000-1100	Bell Tower Lease					

ACCOUNT NUMBER	ACCOUNT NAME	2024 BUDGET	2024 TO DATE	2025 BUDGET	Variance	Comments
	SUBTOTAL REVENUES	\$ 54,500.00	\$ 45,686.48	\$ 56,400.00		
	Operating Reserve					
2900-0000	Surplus/Deficit from Previous Year					
	TOTAL REVENUES	\$ 54,500.00	\$ 45,686.48	\$ 56,400.00		

TOTAL OPERATING LEVY **\$ 889,360.00** **\$ 998,285.00**

Increase over Previous Year 3.49%

Increase over Previous Year **12.25%**

**SHELBURNE & DISTRICT FIRE DEPT
CAPITAL PLAN
2023 - 2037**

CAPITAL PLAN

YEAR	Adopted 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Opening Balance	\$ 50,899.94	\$ 174,527.89	\$ 434,027.89	\$ 696,331.10	-\$ 14,669,350.53	-\$ 14,330,981.23	-\$ 14,006,582.98	-\$ 13,514,293.86	-\$ 13,182,442.96	-\$ 13,791,145.32	-\$ 13,256,921.62	-\$ 12,664,348.07	-\$ 11,973,743.15	-\$ 13,711,399.35
Transfers In														
Plus: Interest	\$ -													
Plus: Special Capital Levy (prev \$93,000)	\$ 392,000.00	\$ 430,000.00	\$ 473,000.00	\$ 520,300.00	\$ 572,330.00	\$ 629,563.00	\$ 692,519.30	\$ 761,771.23	\$ 837,948.35	\$ 921,743.19	\$ 1,013,917.51	\$ 1,115,309.26	\$ 1,226,840.18	\$ 1,349,524.20
Plus: Surplus from Previous Year	\$ -													
Plus: Sale of Rescue	\$ 32,925.38													
Plus: Bell Tower Lease	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00
Transfers Out														
Less: Re-certify E-One Aerial Truck - Ladder 28	\$ -			-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 10,000.00	-\$ 2,510,000.00	
Less: Replace Car 22	\$ -					-\$ 130,000.00								
Less: Purchase Pumper Truck - Pump 24	\$ -								-\$ 1,200,000.00					
Less: Replace Pumper Truck - Pump 27														
Less: Rescue Truck - Rescue 26														
Less: Tanker Truck - Tanker 25				-\$ 750,000.00										
Less: Purchase Car 21	-\$ 100,000.00	-\$ 20,000.00												
Less: Truck Tires	-\$ 6,117.81	-\$ 18,000.00												
Less: Simucast Radio System	-\$ 80,000.00	-\$ 20,000.00												
Less: Replace SCBA's	-\$ 25,000.00							-\$ 200,000.00						
Less: Generator												-\$ 30,000.00		
Less: Training Grounds	-\$ 5,000.00	-\$ 10,000.00												
Less: Truck Exhaust Control System				-\$ 100,000.00										
Less: SCBA Cylinders (Replace 3 per year)		-\$ 10,000.00	-\$ 12,500.00	-\$ 13,500.00	-\$ 14,500.00	-\$ 15,500.00	-\$ 16,500.00	-\$ 17,500.00						
Less: Repave Parking Lot	\$ -													
Less: Purchase Extrication Equipment						-\$ 80,000.00					-\$ 100,000.00			
Less: Building Replacement/Addition				-\$ 15,000,000.00										
Less: Communication Equipment	-\$ 35,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 105,000.00	-\$ 20,000.00	-\$ 20,000.00	-\$ 20,000.00
Less: Protective Clothing	-\$ 40,000.00	-\$ 55,000.00	-\$ 66,000.00	-\$ 79,200.00	-\$ 95,040.00	-\$ 114,048.00	-\$ 136,857.60	-\$ 164,229.12	-\$ 197,074.94	-\$ 236,489.93	-\$ 283,787.92	-\$ 340,545.50	-\$ 408,654.60	-\$ 490,385.52
Less: New Equipment	-\$ 19,679.63	-\$ 27,000.00	-\$ 21,696.79	-\$ 22,781.63	-\$ 23,920.71	-\$ 25,116.74	-\$ 26,372.58	-\$ 27,691.21	-\$ 29,075.77	-\$ 30,529.56	-\$ 32,056.04	-\$ 33,658.84	-\$ 35,341.78	-\$ 37,108.87
Less: SCBA Filling Station														
Ending Balance	\$ 174,527.89	\$ 434,027.89	\$ 696,331.10	-\$ 14,669,350.53	-\$ 14,330,981.23	-\$ 14,006,582.98	-\$ 13,514,293.86	-\$ 13,182,442.96	-\$ 13,791,145.32	-\$ 13,256,921.62	-\$ 12,664,348.07	-\$ 11,973,743.15	-\$ 13,711,399.35	-\$ 12,899,869.54
Annual Expense	-\$ 310,797.44	-\$ 180,000.00	-\$ 220,196.79	-\$ 15,895,481.63	-\$ 243,460.71	-\$ 314,664.74	-\$ 209,730.18	-\$ 439,420.33	-\$ 1,456,150.71	-\$ 397,019.49	-\$ 430,843.95	-\$ 434,204.34	-\$ 2,973,996.38	-\$ 547,494.39

Rolling Stock List of Vehicles	# Years Old	Year to Replace
2015 Spartan Wet Heavy Rescue	10	2035
2021 Spartan Metrostar-X Pumper	20	2041
2009 Tanker Truck	19	2028
2017 Ford Explorer		2025
2012 E-One Aerial Truck	9	2037
2012 Ford F150 Crew Cab	1	2030
2018 Spartan Metrostar-X Pumper	3	2033

As per NFPA 1901
Pumpers 15 yr as 1st run, 10 yr more as 2nd run
Rescue 20 yr
Aerial 20 yr
Tankers 20 yr
Pickups/SUVs 15 yr

Equipment Replacement Dates	Year to Replace
2016 SCBA	2031
2018 Extrication Equipment	2033
2009 Extrication Equipment	2028
2019 Generator	2035
2023 SCBA Filling Station and Compressor	2043