



**AGENDA**  
**MULMUR-MELANCTHON FIRE BOARD**  
**Tuesday, March 23, 2021 at 7:00 p.m.**  
**ELECTRONIC**

**This meeting is being conducted by means of Electronic Participation by a majority of board members, as permitted by Section 238 (3.3) of the Municipal Act, 2001, as amended.**

To connect only by phone, please dial any of the following numbers. When prompted, please enter the meeting ID provided below the phone numbers. You will be placed into the meeting in muted mode.

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+16475580588,,84743861462# Canada

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+1 647 558 0588 Canada

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+1 204 272 7920 Canada

+1 438 809 7799 Canada

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**Meeting ID: 846 0224 8258**

To connect to video with a computer, smart phone or digital device) and with either digital audio or separate phone line, download the zoom application ahead of time and enter the digital address below into your search engine or follow the link below. Enter the meeting ID when prompted.

Join Zoom Meeting

<https://us02web.zoom.us/j/84602248258>

- 1. Call to Order**
- 2. Declaration of Pecuniary Interest**
- 3. Approval of the Agenda**

Recommendation: THAT the March 16, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**5 4. Approval of Previous Meeting's Minutes – January 19, 2021**

Recommendation: THAT the Minutes of the Mulmur-Melancthon Fire Board dated January 19, 2021 be approved as copied and circulated.

**5. Financial**

**10 a) Accounts**

Recommendation: THAT the operating accounts as presented in the amount of \$25,352.69 be approved.

AND THAT the capital accounts as presented in the amount of \$3,987.63 be approved.

**b) Training Coordinator (Verbal – Chief Davison)**

Recommendation: THAT the Board approve the addition of a Training Coordinator position at a cost of \$1,500 annually.

**c) Joint Purchase of Hose Testing Machine (Verbal – Chief Davison)**

Recommendation: THAT the Fire Board approve the joint purchase of a hose testing machine with the Dundalk Fire Department at an approximate cost of \$2,000.

**14 d) Fire Safety Grant Memo**

Recommendation: THAT the board receive the memorandum dated March 11, 2021 from the ministry of the Solicitor general regarding the Fire Safety Grant Announcement;

AND THAT the boards supports submitting an application as stated in the memorandum, for the \$5,400 the Mulmur Melancthon Fire Department is eligible to receive;

AND THAT the grant funds be used for the creation of a small training facility that offers the ability to carry out NFPA training for search/rescue/roof operations and many others.

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**16** e) **2021 Draft Budget**

Recommendation: THAT the Board approve the 2021 Draft Budget as presented/amended and forward to respective Councils for consideration.

**6. Old/New Business**

**19** a) **Year End Fire Chief's Report**

Recommendation: THAT the Fire Board receive the 2020 Fire Chief's Year-End Report.

**b) Policy Review**

- 29** (i) Hiring Policy
- 35** (ii) Procurement Policy
- 38** (iii) Progressive Discipline Policy
- 40** (iv) Procedural Policy

Recommendation: THAT the Board approve the Hiring, Procurement and Progressive Discipline policies as presented;

AND THAT the Board rescind the Procedural Policy and follow the Township of Mulmur's Procedural By-law moving forward.

**7. Correspondence**

**a) Closing of Fire College in Gravenhurst**

Re: Township of Melancthon – Resolution dated February 22, 2021  
Township of Mulmur – Resolution dated March 3, 2021.

Recommendation: THAT the Fire Board receive the resolutions from Melancthon and Mulmur Township Councils.

**b) Open-Air Burning By-law**

At the Joint Council meeting held on February 17, 2021, the following motion was introduced and passed after the discussion on an Open-Air Burning By-law:

*Moved by Mercer, Seconded by Hawkins*

**Be it resolved that:** "the Fire Chief be directed to work with Melancthon and Mulmur staff to prepare a strategy for consideration in both municipalities." **Carried.**

## **8. Adjournment**

THAT we do now adjourn at \_\_\_\_\_ pm to meet again on May 18, 2021 at 7:00 pm or at the call of the Chair.



**MINUTES**  
**MULMUR-MELANCTHON FIRE BOARD**  
**Tuesday, January 19, 2021 at 7:00 p.m.**  
**ELECTRONIC**

**Present:** Earl Hawkins – Mulmur Township  
Ken Cufaro, Vice Chair – Mulmur Township  
David Besley, Chair – Melancthon Township  
Darren White – Melancthon Township  
Fire Chief Scott Davision  
Deputy Chief Matt Waterfield  
Heather Boston, Secretary/Treasurer  
Christine Hickey

**1. Call to Order**

The meeting was called the meeting to order at 7:02 p.m.

**2. Appointment of the Chair, Vice-Chair and Secretary**

**Moved by: Hawkins and Seconded by: White**

THAT David Besley be appointed to the position of Chair, Ken Cufaro be appointed to the position of Vice Chair and that Heather Boston be appointed as the Recording Secretary.

**CARRIED**

**Note: Mulmur Township Treasurer is the Treasurer of the Board as per Agreement**

**3. Declaration of Pecuniary Interest**

Chair Besley stated that if any member of the Board had a disclosure of pecuniary interest, they could declare the nature thereof now or at any time during the meeting.

No Declarations of Pecuniary interest were stated at this time.

**4. Approval of the Agenda**

**Moved by: Hawkins and Seconded by: Cufaro**

THAT the January 19, 2021 agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

**CARRIED**

**5. Approval of Previous Meeting's Minutes – December 14, 2020**

**Moved by: Cufaro and Seconded by: Hawkins**

THAT the Minutes of the Mulmur-Melancthon Fire Board dated December 14, 2020 be approved as copied and circulated.

**CARRIED**

**6. Finance**

**a) Accounts**

**Moved by: Cufaro and Seconded by: White**

THAT the operating accounts as presented in the amount of \$6,579.86 be approved.

**CARRIED**

**7. Old/New Business**

**a) Delegation – Mike Swidersky and Aldouse Cole**

Re: Fire Call Invoice Fees

Mr. Swidersky was in attendance on behalf of the property owner, Mr. Cole.

Mr. Swidersky provided a summary on the fire call with a request that the full amount of the invoice be waived.

**Moved by: Cufaro and Seconded by: Hawkins**

THAT delegation from Mike Swidersky and Aldouse Cole regarding fire call fee invoice dated October 1, 2020 be received;

AND THAT the request be brought back to the Township of Melancthon Council for further direction.

**CARRIED**

**b) Appreciation Dinner – Discussion Item**

Discussion ensued on the Appreciation Dinner, the Board requested that the Appreciation Dinner be placed on a later Agenda for further discussion and direction.

**c) Year-to-Date Fire Call Report**

Discussion ensued on the Fire Call Report. The Board requested that the report include the number of firefighters that attended the accident.

**Moved by: White and Seconded by: Cufaro**

THAT the Fire Board receive the Year-to-Date Fire Call Report dated December 31, 2020.

**CARRIED**

**d) Replacement of Station Pump System (Verbal)**

Fire Chief, Scott Davison advised that the current station pump system is in need of replacement. The Fire Chief confirmed that he has received a couple of quotations to replace the system. Confirmation was provided that the funds can be taken from reserves and are to be replenished once the 2021 budget has been passed.

**Moved by: White and Seconded by: Cufaro**

THAT the information received from Fire Chief, Scott Davison regarding the replacement of the station pump system be received;

AND THAT the Fire Chief be authorized to purchase a replacement pump at a cost not to exceed \$10,000, with the funds to be taken from reserves;

AND FURTHER THAT the pump be included in the 2021 budget to replenish the reserve account.

**CARRIED**

## **8. Correspondence**

### **a) Fire Marshal's Communiqué 2020-18**

Re: Staffing Levels and Firefighter Safety

**Moved by: Cufaro and Seconded by: Hawkins**

THAT the correspondence items were received;

AND THAT the Communiqué be brought back on request of the Fire Chief.

**CARRIED**

## **9. Closed Session**

Closed session pursuant to the Municipal Act, 2001 S.O. 2001, Chapter 25, Section 239: Personal matters about an identifiable individual, including municipal or local board employees and approving the previous closed meeting minutes.

**Moved by: White and Seconded by: Cufaro**

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 8:27 p.m. for the following reasons: - personal matters about an identifiable individual, including municipal or local board employees; and approval of past closed meeting minutes and approval of December 14, 2020 Closed Session Minutes.

**Moved by: White and Seconded by: Cufaro**

THAT the Mulmur-Melancthon Fire Board adjourn the Closed Session at 8:49 p.m. and return to the regular meeting.

**CARRIED**

Staff were directed accordingly as per close session matters.



**Moved by: White and Seconded by: Cufaro**

THAT the Mulmur Melancthon Fire Board approve the hiring of James McLean, Ryan Quann, Jeff Bond, Andrew Moon and Adam Kingsbury as Volunteer Firefighters;

AND THAT all conditions of the Hiring Policy apply.

**CARRIED**

**Moved by: Cufaro and Seconded by: White**

THAT the VFIS Coverage remain as is until July 1, 2021, when the coverage changes, as directed at the November 17, 2020 meeting will take effect.

**CARRIED**

Discussion ensued on Mulmur and Melancthon Councils working on a consistent Open Air Burning By-law.

The following Motion was introduced.

**Moved by: Cufaro and Seconded by: White**

THAT the Mulmur-Melancthon Fire Board request that a discussion on a combined by-law regarding open air burning be added to the Agenda for the Joint Council Meeting on February 17, 2021;

AND FURTHER THAT the Fire Chief attend the meeting to provide input.

**CARRIED**

## **10. Adjournment**

**Moved by: White and Seconded by: Hawkins**

THAT we do now adjourn at 9:10 p.m. to meet again on March 16, 2021 at 7:00 p.m. or at the call of the Chair.

**CARRIED**

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**Chair**

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**Secretary**

# Accounts Payable

AP Operating Approval Listing Jan 1 - Mar 11

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 03/11/2021 Paid Invoices Cheque Date 01/01/2021 to 03/11/2021

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000006 AJ STONE COMPANY LTD	0000157591	HOSE, ARMTEX ATTACK, RED	000882	12/02/2020	12/31/2020	885.92
		02-1094-5115 HOSE, ARMTEX ATTACK, RED				885.92
000043 HEADWATERS HEALTH CARE 12-23-2020-01		MAINTENANCE AND DEFIBRILLATORS	000884	12/23/2020	12/31/2020	305.10
		02-1094-5144 MAINTENANCE AND DEFIBRILLATORS				305.10
000051 TORONTO DOMINION VISA (SI January 6, 2021		FUEL AND EPAULETTES	000331	12/31/2020	12/31/2020	204.59
		02-1094-5112 FUEL				98.29
		02-1094-5115 FIREFIGHTER EPAULETTES				106.30
000051 TORONTO DOMINION VISA (SI Feb 5, 2021		DUFFERIN APPAREL - MATERIALS	000336	02/05/2021	02/28/2021	152.97
		02-1094-5115 DUFFERIN APPAREL - MATERIALS				152.97
					Vendor Total	357.56
000052 TORONTO DOMINION VISA (M January 6, 2021		FUEL FOR SMALL ENGINES	000330	12/31/2020	12/31/2020	65.50
		02-1094-5112 FUEL FOR SMALL ENGINES				65.50
000345 WORKPLACE SAFETY & INSUF Dec 2020		WSIB - 4TH QUARTER	000328	01/18/2021	01/18/2021	747.70
		02-1094-5105 WSIB - 4TH QUARTER				747.70
001363 HYDRO ONE NETWORKS INC. Jan 12, 2021		JANUARY 2021 HYDRO	000332	01/12/2021	01/12/2021	543.68
		02-1094-5117 JANUARY 2021 HYDRO				543.68
001628 SAFEDESIGN APPAREL LTD. 256924		GLOBE CLASSIX COST/PANT	000879	12/22/2020	12/31/2020	4,957.43
		02-1094-5115 GLOBE CLASSIX COST/PANT				4,957.43
090441 TOWNSHIP OF MULMUR 035967		FIRE FUEL FROM PW	000327	12/31/2020	12/31/2020	269.07
		02-1094-5112 FIRE FUEL FROM PW				269.07
090441 TOWNSHIP OF MULMUR 036020		FIRE FUEL FROM PW	000335	02/19/2021	02/28/2021	144.83
		02-1094-5112 FIRE FUEL FROM PW				144.83
090441 TOWNSHIP OF MULMUR 036021		PHONE CHARGES	000335	02/19/2021	02/28/2021	104.19
		02-1094-5120 PHONE CHARGES				104.19
090441 TOWNSHIP OF MULMUR 036022		OFFICE 365 AND KIOSK	000335	02/19/2021	02/28/2021	31.75
		02-1094-5142 OFFICE 365 AND KIOSK				31.75
					Vendor Total	549.84
090454 TD CANADA TRUST AUTO DEF January 2020		JANUARY EFT S/C	000329	01/31/2021	01/31/2021	25.00
		02-1094-5146 JANUARY EFT S/C				25.00
090454 TD CANADA TRUST AUTO DEF Feb 2021		FEB EFT S/C	000334	01/31/2021	02/28/2021	25.00
		02-1094-5146 FEB EFT S/C				25.00
					Vendor Total	50.00
090514 RECEIVER GENERAL FOR CAI 20210028200		RADIO LICENCE	000901	02/28/2021	03/09/2021	1,094.44
		02-1094-5116 RADIO LICENCE				1,094.44

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AP Operating Approval Listing Jan 1 - Mar 11

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 03/11/2021 Paid Invoices Cheque Date 01/01/2021 to 03/11/2021

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090698 M & L SUPPLY FIRE & SAFETY	005435	GLOVES/BOOTS	000877	11/20/2020	12/31/2020	2,372.33
		02-1094-5115 GLOVES/BOOTS				2,372.33
090883 SPARLINGS PROPANE CO. LT	88725061978802	PROPANE	000887	01/20/2021	01/26/2021	1,433.43
		02-1094-5124 PROPANE				1,433.43
090883 SPARLINGS PROPANE CO. LT	88725061978803	PROPANE	000894	02/18/2021	02/23/2021	1,565.86
		02-1094-5124 PROPANE				1,565.86
090883 SPARLINGS PROPANE CO. LT	88725061978804	PROPANE	000902	03/01/2021	03/09/2021	67.74
		02-1094-5124 PROPANE				67.74
					Vendor Total	3,067.03
090908 RITCHIE, MARGARET	Dec 28, 2020	CLEANING JAN TO DEC 2020	000878	12/28/2020	12/31/2020	2,340.00
		02-1094-5114 CLEANING JAN TO DEC 2020				2,340.00
090994 TELIZON INC.	03500520210113	ACCT#35005 - FIRE JANUARY	000886	01/13/2021	01/21/2021	115.07
		02-1094-5120 ACCT#35005 - FIRE JANUARY				115.07
090994 TELIZON INC.	03500520210213	ACCT#35005 - FIRE FEBRUARY	000896	02/13/2021	02/23/2021	115.38
		02-1094-5120 ACCT#35005 - FIRE FEBRUARY				115.38
					Vendor Total	230.45
091079 MINISTER OF FINANCE	211902211042110	NEW PROGRAM REGISTRATION	000900	02/19/2021	03/04/2021	130.00
		02-1094-5118 NEW PROGRAM REGISTRATION				130.00
091150 LIONEL CHENETTE'S CREATIC	316489	LEXAN CONTROL TAGS	000892	02/19/2021	02/23/2021	298.32
		02-1094-5115 LEXAN CONTROL TAGS				298.32
091164 SWISH MAINTENANCE LIMITE	S050866	GPS FEE: NOVEMBER	000881	11/27/2020	12/31/2020	197.75
		02-1094-5120 GPS FEE: NOVEMBER				197.75
091164 SWISH MAINTENANCE LIMITE	S051051	GPS FEE: DECEMBER	000881	12/31/2020	12/31/2020	197.75
		02-1094-5120 GPS FEE: DECEMBER				197.75
					Vendor Total	395.50
091167 RURAL RESCUE FIRST AID TR	1816	MASK, SHIELD, WIPES, DISINFECT	000885	01/15/2021	01/21/2021	485.23
		02-1094-5115 MASK, SHIELD, WIPES, DISINFECT				485.23
091168 2239198 ONTARIO INC.	2049	SNOW REMOVAL	000889	02/04/2021	02/23/2021	612.53
		02-1094-5114 SNOW REMOVAL				612.53
091175 USTI CANADA INC	308136	KEYSTONE ANNUAL MAINTENANCE FE	000897	02/17/2021	02/23/2021	1,231.88
		02-1094-5142 KEYSTONE ANNUAL MAINTENANCE FE				1,231.88
091184 CARRIER CENTERS	05S504620	PUMPER 41 - LABOUR	000898	02/24/2021	03/04/2021	209.76
		02-1094-5161 PUMPER 41 - LABOUR				209.76

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Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 03/11/2021 Paid Invoices Cheque Date 01/01/2021 to 03/11/2021

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
091188	GTA COMPRESSOR SOLUTIONS	101426	COMPRESSOR, PARTS AND LABOUR	000883	12/31/2020	12/31/2020	1,007.56
			02-1094-5110 COMPRESSOR, PARTS AND LABOUR				1,007.56
091188	GTA COMPRESSOR SOLUTIONS	102068	SCBA LABOUR	000899	02/25/2021	03/04/2021	259.90
			02-1094-5110 SCBA LABOUR				259.90
Vendor Total							1,267.46
091189	FIVE9 SOLUTIONS INC.	INV000137	SINGLE CHANNEL PAGER	000876	12/16/2020	12/31/2020	1,271.25
			02-1094-5116 SINGLE CHANNEL PAGER				1,271.25
091189	FIVE9 SOLUTIONS INC.	INV000205	BATTERY 3.6V	000891	02/09/2021	02/23/2021	204.53
			02-1094-5116 BATTERY 3.6V				204.53
Vendor Total							1,475.78
091193	STEER ENTERPRISES LTD.	01S14476	POWER INVERTER, CONNECTOR	000880	12/31/2020	12/31/2020	547.91
			02-1094-5162 POWER INVERTER, CONNECTOR				547.91
091193	STEER ENTERPRISES LTD.	01S13461	JUMP STARTER +CHARGER	000880	10/22/2020	12/31/2020	405.87
			02-1094-5162 JUMP STARTER+CHARGER				405.87
091193	STEER ENTERPRISES LTD.	01S15452	MILEAGE/SHOP SUPPLIES	000880	12/22/2020	12/31/2020	305.67
			02-1094-5164 MILEAGE/SHOP SUPPLIES				305.67
091193	STEER ENTERPRISES LTD.	01S16341	FUEL, BACK UP ALARM, TUBING	000895	02/11/2021	02/23/2021	390.65
			02-1094-5164 FUEL, BACK UP ALARM, TUBING				390.65
Vendor Total							1,650.10
091194	BELL MOBILITY INC.	February 13, 2021	FEBRUARY CELL PHONE	000890	02/13/2021	02/23/2021	29.15
			02-1094-5120 FEBRUARY CELL PHONE				29.15
Unpaid Invoices							0.00
Paid Invoices							25,352.69
Invoices Total							25,352.69
Selected G/L Account Total							25,352.69

# Accounts Payable

AP Operating Approval Listing Jan 1 - Mar 11

Vendor 000000 Through 999999

Invoice Entry Date 01/01/2020 to 03/11/2021 Paid Invoices Cheque Date 01/01/2021 to 03/11/2021

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
000006	AJ STONE COMPANY LTD	0000157677	HOSE, AJS ARMORED, RUBBER	000882	01/18/2021	01/21/2021	1,078.94
			02-1095-5200				1,078.94
000006	AJ STONE COMPANY LTD	0000157678	HOSE, AJS ARMORED, RUBBER	000882	01/18/2021	01/21/2021	872.36
			02-1095-5200				872.36
						Vendor Total	1,951.30
001628	SAFEDESIGN APPAREL LTD.	257128	CAIRNS HELMET & TUFFSHIELD	000893	02/18/2021	02/23/2021	2,036.33
			02-1095-5200				2,036.33
						Unpaid Invoices	0.00
						Paid Invoices	3,987.63
						Invoices Total	3,987.63
						Selected G/L Account Total	3,987.63

**Ministry of the Solicitor General**

**Office of the Fire Marshal and  
Emergency Management**

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère du Solliciteur général**

**Bureau du commissaire des incendies et  
de la gestion des situations d'urgence**

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143



**MEMORANDUM TO:** CAO/Planner/Deputy Clerk Tracey Atkinson  
Fire Chief Scott Davison

**FROM:** Jon Pegg  
Ontario Fire Marshal

**DATE:** March 11<sup>th</sup>, 2021

**SUBJECT:** Fire Safety Grant Announcement

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Earlier today, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to me as Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, I know that not all training priorities may have been met over the last year. In addition, my office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am pleased to advise that the Township of Mulmur is eligible to receive up to **\$5,400.00** as part of this grant program.

The grant is intended to provide fire departments with the flexibility to support two priority areas. First, this grant may be put towards ongoing training needs including registration, administrative programming, technology upgrades and associated costs for attending as well for providing services. In addition, if code compliance and inspections continue to be challenging, addressing opportunities for an inspection program may include technology, capital costs and training to ensure that fire services are able to meet the demand of this need at the local level.

In order to receive funds, the Office of the Fire Marshal (OFM) requires that the attached application be submitted by a representative of the municipality. As decisions regarding the grant may not have time to proceed to municipal council for approval within the

timeframes identified below, my office would be comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from the council. To help facilitate this process, once the grant applications are approved, I will send the respective fire chief a letter of intent that will be contingent upon council's deliberations. In order to allocate funds before March 31, 2021, all applications must be received by my office no later than March 19, 2021. In addition, as a condition of the grant, these funds must be spent by August 1, 2021, and a report back to the Fire Marshal will be required by September 1, 2021, to outline how the grant was utilized at the department level.

Completed agreements should be sent by email to the Office of the Fire Marshal at [ofm@ontario.ca](mailto:ofm@ontario.ca). If you have any questions about this grant, do not hesitate to reach out to your Fire Protection Adviser.

Yours truly,

Jon Pegg  
Ontario Fire Marshal

<b>MULMUR MELANCTHON FIRE DEPARTMENT</b>									
updated Mar 10, 2021		YTD		YTD	FINAL	DRAFT		%	
		2019 ACTUAL	2019 BUDGET	2020 ACTUAL	2020 BUDGET	2021 BUDGET	VARIANCE	Share	
<b>Revenue</b>									
02-1094-4000	MM FIRE-CALL REVENUE	\$ 25,270	\$ -	\$ 33,250	\$ 10,000	\$ 20,000	10,000	Add to 2021 Budget	
02-1094-4010	MM FIRE-DONATIONS	\$ 2,615	\$ -	\$ -	\$ -	\$ -	-		
02-1094-4020	MM FIRE-OTHER REVENUE	\$ 180	\$ -	\$ 790	\$ -	\$ -	-		
02-1094-4030	MM FIRE-INTEREST EARNED	\$ 6,518	1,900.00	\$ -	\$ -	\$ -	-		
02-1094-4130	MM FIRE-OP REV MELANCTHON	\$ 38,377	44,994.46	\$ 43,948	48,294.10	49,842.72	1,549	24.38%	2021
	OPERATING SURPLUS MELANCTHON	\$ 333	(6,284.70)		181.18	(9,889.80)	(10,071)	22.09%	2020
02-1094-4230	MM FIRE-OP REV MULMUR	\$ 127,848	158,692.54	\$ 154,962	149,794.90	154,598.28	4,803	75.62%	2021
	OPERATING SURPLUS MULMUR	\$ 10,180	(20,665.12)		639.03	(34,880.68)	(35,520)	77.91%	2020
02-1094-3001	MM FIRE-PR YR'S OPERATING SURPLUS	\$ (10,513)	(2,173.46)	\$ -	(820.21)	44,770.48	45,591		
02-1094-4310	MM FIRE-TSFR FM OPERATING RESERVES	\$ 29,123	29,123.28				-		
	<b>Total Operating Revenue</b>	\$ 200,807	\$ 205,587.00	\$ 232,949	\$ 208,089	\$ 224,441	16,352		
<b>Expenses</b>									
02-1094-5100	MM FIRE MANAGEMENT SALARIES	\$ 31,026	\$ 29,593.00	\$ 29,079	\$ 31,295	\$ 35,500	4,205	Includes Training coordinator	
02-1094-5101	MM FIRE PRACTICE & DUTY WAGES	\$ 33,826	\$ 27,000.00	\$ 24,904	\$ 30,000	\$ 36,000	6,000		
02-1094-5102	MM FIRE SITE WAGES	\$ 14,209	\$ 23,000.00	\$ 20,829	\$ 23,000	\$ 27,000	4,000		
02-1094-5103	MM FIRE COLLEGE TRAINING WAGES	\$ 8,959	\$ 10,000.00	\$ 3,906	\$ 10,000	\$ 5,000	(5,000)		
02-1094-5104	MM FIRE EMPLOYER HEALTH TAX	\$ 870	\$ 1,000.00	\$ 804	\$ 1,000	\$ 1,000	0		
02-1094-5105	MM FIRE WORKERS COMPENSATION	\$ 7,401	\$ 6,100.00	\$ 5,506	\$ 6,100	\$ 6,100	0		
02-1094-5109	MM FIRE SECRETARIAL DUTIES	\$ 2,000	\$ 2,000.00	\$ 2,000	\$ 2,000	\$ 2,000	0		
02-1094-5110	MM FIRE SELF CONT BREATH APP (SCBA'S)	\$ 4,520	\$ 3,500.00	\$ 4,671	\$ 3,500	\$ 3,000	(500)	newer SCBA's so less repairs	
02-1094-5112	MM FIRE VEHICLE FUEL	\$ 3,242	\$ 3,700.00	\$ 3,751	\$ 3,700	\$ 3,700	0		
02-1094-5114	MM FIRE BLDGS & GROUNDS MAINTENANCE	\$ 6,182	\$ 5,000.00	\$ 6,430	\$ 5,000	\$ 5,000	0		
02-1094-5115	MM FIRE MATERIALS/SUPPLIES	\$ 6,076	\$ 4,000.00	\$ 11,404	\$ 4,000	\$ 6,000	2,000	includes hose testing machine \$2,000	
02-1094-5116	MM FIRE RADIO MAINTENANCE	\$ 6,590	\$ 3,000.00	\$ 3,339	\$ 3,000	\$ 4,000	1,000		
02-1094-5117	MM FIRE HEAT & HYDRO	\$ 4,325	\$ 6,250.00	\$ 4,777	\$ 5,250	\$ 5,250	0		
02-1094-5118	MM FIRE DEPT COURSES	\$ 6,326	\$ 4,000.00	\$ 5,386	\$ 4,000	\$ 6,000	2,000		
02-1094-5119	MM FIRE ASSOCIATION FEES	\$ 309	\$ 410.00	\$ 309	\$ 410	\$ 410	0		
02-1094-5120	MM FIRE COMMUNICATIONS	\$ 13,313	\$ 14,500.00	\$ 12,139	\$ 14,500	\$ 17,500	3,000	based on quote	
02-1094-5121	MM FIRE MISC (AWARDS-STATION WEAR)	\$ 110	\$ 2,000.00	\$ 95	\$ 2,000	\$ 2,500	500	increased to cover cost of station uniforms	
02-1094-5122	MM FIRE TREASURERS EXPENSE	\$ 10,000	\$ 10,000.00	\$ 10,000	\$ 10,000	\$ 10,000	0		
02-1094-5123	MM FIRE PREVENTION/INSPECTIONS	\$ -	\$ 1,000.00	\$ 275	\$ 1,200	\$ 300	(900)		
02-1094-5124	MM FIRE PROPANE	\$ 5,788	\$ 5,000.00	\$ 3,438	\$ 5,500	\$ 5,700	200		
02-1094-5125	MM FIRE AUDIT	\$ 2,459	\$ 2,544.00	\$ 2,239	\$ 2,544	\$ 2,341	(203)		
02-1094-5130	MM FIRE ASSET MANAGEMENT	\$ 1,000	\$ 1,000.00	\$ 793	\$ 1,000	\$ 500	(500)		
02-1094-5134	MM FIRE INSURANCE	\$ 17,601	\$ 18,000.00	\$ 16,090	\$ 18,500	\$ 20,000	1,500		
02-1094-5140	MM FIRE TRAVEL	\$ -	\$ 500.00	\$ -	\$ 500	\$ -	(500)		
02-1094-5141	MM FIRE MEALS & ENTERTAINMENT	\$ 482	\$ 650.00	\$ 41	\$ 650	\$ 650	0		
02-1094-5142	MM FIRE OFFICE/COMPUTER SUPPLIES	\$ 1,694	\$ 1,500.00	\$ 2,279	\$ 1,600	\$ 2,000	400		



<b>MULMUR MELANCTHON FIRE DEPARTMENT</b>									
updated Mar 10, 2021		YTD		YTD		FINAL	DRAFT		%
		2019 ACTUAL	2019 BUDGET	2020 ACTUAL	2020 BUDGET	2021 BUDGET	VARIANCE		Share
02-1094-5143	MM FIRE MEDICAL SUPPLIES	\$ -	\$ 500.00	\$ 1,811	\$ 500	\$ 1,000	500		
02-1094-5144	MM FIRE EQUIP REPAIRS & MAINTENANCE	\$ 582	\$ 2,600.00	\$ 439	\$ 2,600	\$ 1,500	(1,100)		
02-1094-5145	MM FIRE-MTO REPORTS	\$ 350	\$ 300.00	\$ 364	\$ 300	\$ 300	0		
02-1094-5146	MM FIRE BANK CHARGES	\$ 441	\$ 440.00	\$ 811	\$ 440	\$ 440	0		
02-1094-5150	MM FIRE IT SUPPORT	\$ -	\$ -	\$ -	\$ -	\$ -	0		
02-1094-5160	MM FIRE - EQUIPMENT SUPPLIES	\$ 680	\$ 500.00	\$ 607	\$ 500	\$ 500	0		
02-1094-5161	MM FIRE - PUMPER #41 1999 FREIGHTLINER	\$ 1,307	\$ 3,500.00	\$ 2,548	\$ 3,500	\$ 3,500	0		
02-1094-5162	MM FIRE - 2020 FORD RESCUE #42	\$ 2,314	\$ 3,500.00	\$ 1,882	\$ 1,000	\$ 1,000	0		
02-1094-5163	MM FIRE - TANKER #43 2020 FREIGHTLINER	\$ 1,742	\$ 3,500.00	\$ 1,165	\$ 3,500	\$ 2,000	(1,500)		
02-1094-5164	MM FIRE - PUMPER #44 2009 SPAR	\$ 1,967	\$ 3,500.00	\$ 3,613	\$ 3,500	\$ 5,000	1,500		will require some body work this year
02-1094-5165	MM FIRE - 2006 TRAILER (RME)	\$ 313	\$ 1,000.00	\$ 456	\$ 1,000	\$ 1,000	0		
02-1094-5166	MM FIRE - ARGO	\$ 3,622	\$ 1,000.00	\$ -	\$ 1,000	\$ 750	(250)		
	<b>Total Operating Expenses</b>	<b>\$ 201,627</b>	<b>\$ 205,587.00</b>	<b>\$ 188,179</b>	<b>\$ 208,089</b>	<b>\$ 224,441</b>	<b>7.86%</b>		
	<b>Operating Surplus (deficit)</b>	<b>\$ (820)</b>	<b>\$ -</b>	<b>\$ 44,770</b>	<b>\$ -</b>				
		(YTD)							
<b>CAPITAL BUDGET</b>									
<b>CAPITAL REVENUE</b>									
02-1095-4010	MM FIRE-CAPITAL DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	-		
02-1095-4030	MM FIRE-INTEREST EARNED	\$ -	\$ -	\$ 1,492	\$ 2,000	\$ 1,500	(500)		
02-1095-4040	MM FIRE-CAPITAL GRANT REVENUE	\$ -	\$ -	\$ -	\$ -	\$ 5,400	5,400		Fire Safety Grant \$5400,
02-1095-4050	MM FIRE-SALE OF VEHICLE	\$ -	\$ -	\$ 55,000	\$ 30,000	\$ -	(30,000)		sale of tanker/rescue
02-1095-4060	MM FIRE-SALE OF EQUIPMENT			\$ 2,424	\$ -	\$ -	-		sale of cylinders
02-1095-4140	MM FIRE-CAP REVENUE MELANCTHON	\$ 56,250	\$ 56,250	\$ 58,750	\$ 58,750	\$ 58,750	-		
02-1095-4240	MM FIRE-CAP REVENUE MULMUR	\$ 56,250	\$ 56,250	\$ 58,750	\$ 58,750	\$ 58,750	-		
02-1095-4300	MM FIRE-TSFR FROM CAPITAL RESERVES	\$ 211,042	\$ 26,372	176,091	\$ 303,456	\$ 37,100	(266,356)		
	<b>Total Capital Revenue</b>	<b>\$ 323,542</b>	<b>\$ 138,872</b>	<b>\$ 352,506</b>	<b>\$ 452,956</b>	<b>\$ 161,500</b>	<b>(291,456)</b>		
<b>CAPITAL EXPENSES</b>									
02-1095-5200	MM FIRE CAPITAL PURCHASES	\$ 211,042	\$ 26,372	\$ 235,006	\$ 335,456	\$ 44,000	(291,456)		high pressurer washer pump \$10K and containters \$16K
02-1095-5300	MM FIRE TSF TO CAPITAL RESERVES	\$ 112,500	\$ 112,500	\$ 117,500	\$ 117,500	\$ 117,500	-		
		<b>\$ 323,542</b>	<b>\$ 138,872</b>	<b>\$ 352,506</b>	<b>\$ 452,956</b>	<b>\$ 161,500</b>	<b>(291,456)</b>		

<b>Mulmur-Melancthon Fire Board</b>									
<b>Capital Continuity</b>									
<b>2020</b>									
	<b>Capital Continuity Schedule</b>								
	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Opening Balance	100,887	174,387	279,887	385,177	15,253	80,112	(1,626)	107,935	219,111
<u>Transfers In</u>									
Equipment Reserves	117,500	117,500	117,500	117,500	117,500	119,263	120,753	122,565	124,403
Sale of Vehicles									
Sale of Equipment									
Interest Earned									
<u>Transfers Out</u>									
Capital Expenditures	(34,000)	(12,000)	(12,210)	(12,424)	(12,641)	(11,000)	(11,193)	(11,388)	(11,588)
Auto extrication tools					(40,000)				
ARGO						(15,000)			
SCBA's						(175,000)			
Rescue 42 (2020 F250)									
Tanker 43 (2020 Freightliner)									
Pumper 41 (1999 Freightliner)				(475,000)					
Squad 44 (2009 Spartan)									
Building	(10,000)								
	174,387	279,887	385,177	15,253	80,112	(1,626)	107,935	219,111	331,927

2020 Mulmur-Melancthon Year end report



Members of the Fire Board,

I am pleased to present the 2020 year-end report, 2020 saw many challenges including operating during the COVID-19 pandemic while handling a 6% increase in call volume over 2019.

The Mulmur-Melancthon Fire Fighters once again showed incredible dedication to their community and their department.

Emphases this year was put on training to core firefighting skills and Auto extrication as MVC's accounted for 29% of 2020 call volume, while new protocols changed our training process to allow proper physical distancing and maximum use of training time.

#### *Highlights of 2020*

Early in 2020 we took delivery of a new tanker truck designed to hold maximum amount of water for fire incidents with a wheelbase that allows access to our more rural services areas and will meet our needs for the next 20+ years.

We also took delivery of a 4x4 rescue truck designed for quick response during adverse weather and safer towing of our support unit and ARGO for off road rescues and fires.

With the disbandment of Orangeville police service, our fire dispatch services were taken over by Tillsonburg Fire Communications. This transition was seamless, and I look forward to the continued support and high level of service they provide our Fire Department.

#### *Looking ahead to 2021*

Training will again be the core of our Fire Department while we continue to operate during the COVID-19 pandemic. New challenges have been presented with the closure of the Ontario Fire College in Gravenhurst that many members attend and receive certification. Emphases will be put on delivering more training "in house" to meet current standards and to ensure our members continue to provide a high level of service to our residents and visitors.

Upon completion of our 2021 firefighter recruit class, our staffing will be at its strongest in department history at 27 members with 2 chief officers, 4 captains and 21 firefighters. I thank the Fire Board for recognizing the need to grow our department to meet current and future demands.

Thank you for your support once again,

Scott Davison  
Fire Chief  
Mulmur-Melancthon Fire Department

## 2020 INCIDENTS

INCIDENT ID	TOWNSHIP	DATE	TYPE OF INCIDENT	START	FINISH	STAFF	APPARATUS
20-001	Melancthon	1/11/2020	Power lines down	21:44	22:18	15	Squad 44 Pumper 41
20-002	Mulmur	1/12/2020	CO alarm	4:13	6:28	9	Squad 44
20-003	Mulmur	1/13/2020	Power lines down	11:16	14:05	6	Squad 44
20-004	Melancthon	01/14/2020	Medical	7:42	8:06	6	Squad 44
20-005	Melancthon	01/18/2020	Medical	11:55	13:10	5	Squad 44
20-006	Mulmur	02/05/2020	Mutual Aid Shelburne	18:24	22:09	12	Pumper 41 Rescue 42 Tanker 43
20-007	Mulmur	02/07/2020	MVC	23:41	23:45	5	Cancelled
20-008	Mulmur	02/16/2020	Medical	12:30	13:00	10	Squad 44
20-009	Melancthon	02/20/2020	Mutual Aid Shelburne	15:35	21:15	10	Pumper 41 Tanker 43
20-010	Melancthon	02/21/2020	MVC	16:22	16:55	9	Squad 44 Pumper 41 Tanker 43
20-011	Mulmur	2/21/2020	Medical	23:42	0:15	4	Squad 44
20-012	Melancthon	02/22/2020	MVC	7:57	8:35	7	Squad 44 Pumper 41
20-013	Melancthon	02/26/2020	Medical	10:40	11:28	6	Squad 44
20-014	Mulmur	03/05/2020	Medical	13:23	13:33	4	Squad 44

20-015	Mulmur	03/09/2020	Medical	16:57	17:20	7	Squad 44 Rescue 42
20-016	Mulmur	03/13/2020	Fire Alarm	5:53	6:50	6	Squad 44
20-017	Mulmur	03/15/2020	Gas Leak	4:33	5:22	7	Squad 44
20-018	Mulmur	03/15/2020	Gas Leak	10:32	11:15	10	Squad 44
20-019	Mulmur	03/20/2020	Medical	11:47	12:25	5	Rescue 42
20-020	Mulmur	03/20/2020	Power lines down	21:16	22:42	8	Squad 44 Rescue 42
20-021	Mulmur	03/24/2020	CO alarm	4:46	5:45	8	Squad 44 Rescue 42
20-022	Mulmur	03/31/2020	Medical	17:58	18:45	11	Squad 44 Rescue 42
20-023	Melancthon	04/02/2020	Mutual aid Shelburne	18:12	19:42	10	Rescue 42 Argo 45
20-024	Mulmur	04/05/2020	Grass fire	15:29	16:28	18	Squad 44 Tanker 43 Pumper 41 Rescue 42 Argo 45
20-025	Mulmur	04/22/2020	Medical	14:00	14:45	8	Squad 44
20-026	Mulmur	04/25/2020	MVC	10:25	11:10	8	Squad 44 Pumper 41
20-027	Mulmur	05/05/2020	Chimney Fire	17:33	18:30	9	Squad 44 Tanker 43 Rescue 42
20-028	Mulmur	05/06/2020	Fire alarm	0:26	1:10	10	Squad 44 Tanker 43 Pumper 41 Rescue 42

20-029	Mulmur	05/12/2020	Illegal Burn	19:38	20:12	12	Squad 44 Tanker 43 Rescue 42
20-030	Melancthon	05/14/2020	Mutual aid Shelburne	3:35	8:30	13	Squad 44 Tanker 43 Rescue 42
20-031	Mulmur	05/23/2020	MVC	13:58	14:43	9	Squad 44 Rescue 42 Pumper 41
20-032	Melancthon	6/9/2020	Grass fire	12:59	14:43	9	Squad 44 Pumper 41 Rescue 42 Tanker 43 Argo 45
20-033	Mulmur	6/13/2020	MVC	8:03	9:00	10	Squad 44 Pumper 41
20-034	Mulmur	6/17/2020	MVC	5:07	6:37	12	Squad 44 Pumper 41 Rescue 42
20-035	Melancthon	6/20/2020	Medical	13:07	14:04	7	Squad 44
20-036	Melancthon	6/21/2020	MVC	15:59	16:50	11	Squad 44
20-037	Mulmur	6/21/2020	Fire Alarm	20:44	21:40	13	Squad 44 Tanker 43 Pumper 41
20-038	Melancthon	6/30/2020	MVC	6:06	7:00	7	Squad 44 Pumper 41
20-039	Shelburne	7/7/2020	Mutual Aid Shelburne	21:30	0:02	15	Pumper 41 Rescue 42
20-040	Melancthon	7/10/2020	MVC	15:24	17:30	8	Squad 44 Pumper 41 Rescue 42
20-041	Melancthon	7/22/2020	MVC	5:00	6:00	7	Squad 44 Pumper 41 Rescue 42

20-042	Mulmur	7/25/2020	Fire Alarm	13:58	14:33	7	Rescue 42
20-043	Mulmur	7/25/2020	Mutual aid Rosemont	15:08	20:30	8	Tanker 43 Pumper 41 Rescue 42
20-044	Mulmur	7/26/2020	MVC	12:54	13:45	10	Squad 44 Pumper 41 Rescue 42
20-045	Mulmur	7/26/2020	Medical	14:03	14:40	6	Squad 44 Pumper 41
20-046	Mulmur	8/9/2020	Medical/Trail Rescue	13:33	14:34	9	Squad 44 Rescue 42 Argo 45
20-047	Melancthon	8/9/2020	MVC	14:34	15:34	8	Squad 44 Rescue 42
20-048	Mulmur	8/10/2020	MVC	10:08	11:00	5	Squad 44 Rescue 42
20-049	Melancthon	8/12/2020	Mutual Aid Shelburne	8:08	8:16	3	Tanker 43
20-050	Melancthon	8/13/2020	Medical	17:39	18:19	8	Squad 44
20-051	Melancthon	8/17/2020	Power lines down	13:08	14:53	4	Squad 44
20-052	Mulmur	8/27/2020	Medical	7:56	8:30	5	Squad 44 Rescue 42
20-053	Mulmur	8/30/2020	MVC	11:19	15:17	10	Squad 44 Rescue 42 Pumper 41 Tanker 43
20-054	Mulmur	8/30/2020	MVC	14:03	15:03	6	Rescue 42 Pumper 41
20-055	Melancthon	8/31/2020	MVC	11:25	13:14	6	Squad 44 Rescue 42
20-056	Mulmur	9/24/2020	Fire Alarm	17:13	17:29	7	Squad 44



20-057	Melancthon	9/25/2020	Mutual aid Shelburne	13:14	14:32	6	Pumper 41 Tanker 43 Rescue 42
20-058	Mulmur	9/27/2020	MVC	17:14	18:14	11	Squad 44 Rescue 42
20-059	Mulmur	9/28/2020	Fire Alarm	9:19	9:20	1	Cancelled
20-060	Mulmur	9/30/2020	Power lines down	20:12	21:13	10	Squad 44 Rescue 42
20-061	Mulmur	10/2/2020	MVC	12:05	12:53	4	Squad 44 Rescue 42
20-062	Mulmur	10/5/2020	Structure fire	4:22	10:10	18	Squad 44 Tanker 43 Rescue 42 Pumper 41
20-063	Mulmur	10/7/2020	Fire Alarm	23:18	23:47	8	Squad 44 Tanker 43
20-064	Mulmur	10/14/2020	MVC	12:22	13:02	2	Squad 44
20-065	Mulmur	10/19/2020	Fire Alarm	2:17	3:05	10	Squad 44 Rescue 42 Pumper 41 Tanker 43
20-066	Melancthon	10/29/2020	Burn Complaint	15:07	16:02	5	Squad 44 Rescue 42
20-067	Mulmur	10/30/2020	Structure Fire	19:44	21:14	11	Squad 44 Pumper 41 Rescue 42 Tanker 43
20-068	Melancthon	11/2/2020	Fire Alarm	10:12	10:33	6	Squad 44 Rescue 42
20-069	Mulmur	11/2/2020	Power lines down	23:55	1:36	5	Squad 44
20-070	Adjala-Tos	11/19/2020	Mutual aid	6:30	6:35	4	Cancelled
20-071	Mulmur	11/22/2020	MVC	17:17	20:17	11	Squad 44 Pumper 41 Rescue 42 Tanker 43

20-072	Mulmur	11/23/2020	CO alarm	6:21	8:36	4	Squad 44
20-073	Mulmur	11/25/2020	Fire alarm	17:32	18:24	7	Squad 44
20-074	Melancthon	12/1/2020	Vehicle fire	11:24	13:20	8	Squad 44 Tanker 43
20-075	Melancthon	12/10/2020	Mutual aid Dundalk	12:22	16:00	6	Tanker 43 Rescue 42 Argo 45
20-076	Mulmur	12/11/2020	CO alarm	17:01	17:45	7	Squad 44 Rescue 42
20-077	Mulmur	12/15/2020	Structure fire	18:48	20:50	14	Squad 44 Pumper 41 Rescue 42 Tanker 43
20-078	Mulmur	12/25/2020	MVC	18:49	20:17	9	Squad 44 Rescue 42
20-079	Melancthon	12/28/2020	MVC	14:59	15:30	8	Squad 44 Pumper 41

**INCIDENT TOTALS BY TYPE 2020/2019**

<b>INCIDENT TYPE</b>	<b>2020 TOTAL</b>	<b>2020 TOTAL %</b>	<b>2019 TOTAL</b>	<b>2019 TOTAL %</b>
Structure Fire	3	3.7%	1	1.3%
Chimney Fire	1	1.2%	0	0%
Vehicle Fire	1	1.2%	2	2.7%
Grass Fire	2	2.5%	2	2.7%
Fire Alarm	10	12.6%	10	13.5%
CO Alarm	4	5.0%	2	2.7%
Medical (Assist, trauma, rescue)	15	18.9%	23	31.1%
MVC	23	29%	20	27%
Mutual Aid	10	12.6%	11	14.8%
Power Lines Down	6	7.5%	1	1.3%
Burn Complaint/Other	2	2.5%	2	2.7%
Gas leak	2	2.5%	0	0%
<b>TOTAL</b>	<b>79</b>		<b>74</b>	

**INCIDENTS BY TIME OF DAY 2020**

<b>TIME OF INCIDENTS</b>	<b>NUMBER OF INCIDENTS</b>	<b>%</b>
Day 06:00-18:00	54	68.3%
Night 18:00-06:00	25	31.6%

**INCIDENT TOTALS BY TOWNSHIP 2020**

<b>Township</b>	<b>Incidents*</b>	<b>% of Incidents</b>	<b>Fire Loss</b>
Mulmur	51	66.23%	\$410 000
Melancthon	26	33.76%	\$0

\*excludes Mutual aid incidents outside of Mulmur/Melancthon.

## 2020 TRAINING/INCIDENT HOURS





## **MULMUR-MELANCTHON FIRE BOARD** **HIRING POLICY**

The Mulmur-Melancthon Fire Department endeavours to provide consistent, fair and unbiased hiring practices in the hiring of volunteer fire personnel.

### **1. Overall Responsibility and Authority**

The Chief and/or Deputy Chief, under the authority of the Mulmur-Melancthon Fire Board, has/have the responsibility for the proper implementation and functioning of the Hiring Policy and shall ensure that the Department recruits and employs the highest possible standard of work force.

### **2i/. Authorization to Create a New Position/Filling Vacancies Captains Rank or lower**

These steps shall be followed:

- (a) The Chief and/or Deputy Chief will ensure that Board authorization to add or replace staff complement is in place.
- (b) The Chief and/or Deputy Chief will be responsible for the job posting once Board approval is obtained.
- (c) The approved method of advertising includes the following: use of resumes currently on file; word of mouth; postings on both municipal websites; email blast outs, social media; online employment websites, newspapers, the joint advertising sign at the entrance to the arena/fire hall.
- (d) Following the closing date for submission of applications, the Chief and/or Deputy Chief will review or short list the applications as appropriate and determine the candidates to be interviewed.
- (e) Upon final selection, all resumes are to be returned to the Chief. The Chief and/or Deputy Chief will inform the unsuccessful candidates that were interviewed and also prepare an appointment letter to inform the successful candidate as to the specifics of his or her new position.

2ii/. **Authorization for Filling Vacancies for Chief or Deputy-Chief**

- (a) The Board will provide direction to the Secretary to proceed to fill the vacancy.
- (b) The Secretary will be responsible for the job posting once Board approval is obtained.
- (c) The approved method of advertising includes the following: internal posting at the fire hall; word of mouth; posting on both municipal websites; email blast outs, social media, online employment websites, newspapers; and the joint advertising sign at the entrance to the arena/firehall.
- (d) Following the closing date for submission of applications to the Secretary on behalf of the Board, the Board will review and short list the applications as appropriate and determine the candidates to be interviewed.
- (e) Upon final selection, all resumes are to be returned to the Secretary. The Secretary or Board will notify the successful and unsuccessful candidates that were interviewed. The Secretary will prepare an employment letter for the successful candidate as to the specifics of his or her new position.

3. **Hiring of Relatives of Staff**

The hiring policy for staff means that no relative of a volunteer firefighter may work in a full or part time capacity under the direct supervision of that volunteer firefighter.

- (a) For the purpose of this policy, a “relative” is a person’s spouse through marriage, common law, or companion, parent, child, or sibling and includes the corresponding step or in-law relationship.
- (b) Related Board volunteer firefighters cannot work in positions where one supervises the other or exerts a significant influence over the work or career advancement of the other. *In the case of an Incident Command Situation, this policy may not apply.*
- (c) The determination of whether a relative is in a position to exert a significant influence over the work or career advancement of another relative is determined through consultation between the volunteer firefighter, the Chief and/or Deputy Chief, and the CAO or designate of the Township of Mulmur.
- (d) Volunteer firefighters who become related while they are employed by the Board must adhere to the same requirements as job applicants who are related to current volunteer firefighters in that they cannot work in positions where one supervises the other, or where one is in a position to exert a significant influence over the work or career advancement of the other. Such volunteer firefighters will be notified that they are in conflict with this policy.

- (e) Volunteer Firefighters in a conflict shall work with the Chief and/or Deputy Chief to attempt to secure alternative employment within the Department in order to resolve the conflict.
- (f) No volunteer firefighter will suffer termination through the terms of this article if a familial relationship develops during their tenure of employment; save and except the fact that should any degree or level of supervision occur as a result of a relationship, the Chief and/or Deputy Chief and the CAO of the Township of Mulmur will review the reporting relationship and report to the Board. Any resultant action will not violate either effected volunteer firefighter's rights as established in applicable Ontario law.
- (g) A volunteer firefighter who applies for a position where he or she is the successful candidate, and therefore would supervise or exert significant influence over a relative, will be advised by the Board that they are eligible for the competition, provided that they resolve the conflict of interest to the satisfaction of the Board.

#### **4. Ratification and Records Retention**

All Board ratification motions must contain the following:

- the name of volunteer firefighter
- the title of the position
- the date of hire
- the probationary period (if any)
- that all conditions of the hiring policy apply

All documentation received from applicants responding to advertisements for employment will be retained by the Chief or Recording Secretary as the case may be, until the end of the probationary period of the successful applicant, at which time such documentation will be destroyed.

#### **5. Organization Chart and Job Description**

As a first step in filling either a new position or hiring a replacement for a vacated position (other than the Chief or Deputy-Chief), the Chief and/or Deputy-Chief shall review the organization chart and the job description to verify that both are current. If not, they shall be updated and approved by the Board before any further action is taken. In the case of the Chief or Deputy-Chief, the Board shall review the organization chart and job description to verify that both are current.

#### **6. Interviews**

Interviews shall be conducted with prospective volunteer firefighters with no less than two (2) people in attendance either in person or via an electronic meeting. In the case of the Chief or Deputy-Chief, the Board shall conduct the interviews.

## 7. Skills Testing

Various forms of skills testing may be carried out on potential volunteer firefighters to determine if they have the required skills for the position.

## 8. PROCEDURES:

Specific procedures for the above levels shall cover:

### (a) Application Format

Shall be the Department's own with attached resume and a copy of document "Volunteer Firefighter Job Requirements" attached. The applicants will also be extended an invitation to visit the firehall on a practice night, and the Chief and/or Deputy Chief will endeavour to supply as much information as possible so that the applicant is able to make a knowledgeable decision to commit to the position.

### Volunteer Job Requirements

1. Live within the coverage area
2. Must comply with the attendance policy
3. Must obtain DZ license within 1 year
4. Obtain CPR and First Aid Certification (arranged upon hiring)
5. Obtain First Responder's Course (arranged upon hiring)
6. Must provide a medical fitness certificate from a doctor if and when requested
7. Must be "at ease" in climbing ladders, dealing with heights, and being in confined spaces
8. Understand that there may be contact with blood or other body fluids at an emergency scene
9. Must be comfortable and "at ease" in wearing self contained breathing apparatus (SCBA)
10. Maintain NFPA standard of having a cleanshaven face
11. Agree to participate in fire prevention activities.
12. Must provide a recent Criminal Records Check and Drivers Abstract.

### b) Receiving and Recording Applications Captains Rank or lower

Shall be the Chief and/or Deputy Chief's responsibility.

### c) Probation Period

12-months

### d) Screening to Develop "Short List"

The Chief and/or Deputy-Chief, shall develop the short list.



e) Interviews and Procedures

Applicants will be notified of the time and date of interviews.

In addition to the Chief and/or Deputy-Chief, all officers will attempt to participate in this process. The Chair of the Board will participate only if directed to do so by the Board. Part of the interview process will consist of a knowledge questionnaire. All questions will be rated on a scale of 1 out of 5 by each officer. The scores will be tallied, and the officers will discuss the scores and the applicant's qualifications.

After the successful candidate is chosen, the Fire Chief will bring the recommendation to the Fire Board for final ratification. All applicants will be notified in the form of a letter of thanks for their interest.

f) Qualification, Reference, and Experience Checks

The Chief and/or Deputy Chief shall check and document the above to be verifiable.

g) Ratification of Selection

By the Board at its next regularly scheduled meeting, or at a special meeting of the Board as circumstances dictate.

h) Offers of Employment

- (i) A prospective volunteer firefighter will be offered a salary/wage in accordance with the salary/wage approved for that position.
- (ii) An offer of employment made by the Board is conditional on the prospective volunteer firefighter providing satisfactory medical results on being admitted into the department.
- (iii) An offer of employment made by the Board is conditional on the prospective volunteer firefighter having the required class of driver's license and a clean drivers' abstract or obtaining same by the end of the probationary period.

Employment Criteria

i) Age Restriction

All volunteer firefighters must be 18 years of age or older at the start of their employment.

ii) Proof of Age & Social Insurance Number

All volunteer firefighters must provide proof of age and their Social Insurance Number when they have been accepted for employment.

iii) Driver's Licence

All volunteer firefighters must provide a copy of their driver's licence upon hire.

i) General

No existing employment shall be terminated as a result of the adoption of this policy.

This policy shall come into effect on the date of adoption by the Board. Originally adopted June 03, 2009; reviewed/approved on November 27, 2014 and April 10, 2017.

**Date of Review and Approval: March 16, 2021**

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**Chair**

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**Secretary**



## **MULMUR-MELANCTHON FIRE BOARD** **PROCUREMENT POLICY**

**WHEREAS** section 270(2) of the *Municipal Act, 2001* requires Local Boards to develop policies with respect to its procurement of goods and services;

**NOW THEREFORE THE MULMUR-MELANCTHON FIRE BOARD ENACTS AS FOLLOWS:**

Any purchase over amounts budgeted require Board approval. Standard utility and/or annual bills are exempt from this policy. These include, but are not limited to: phone, internet, IT services, hydro, audit, insurance, etc.

### **Procurement Processes:**

Every purchase shall have a written Purchase Order (PO), approved by either the Chief, Deputy Chief or Captain - provided they are not the requestor. A copy of the written PO shall be provided to the Treasurer as soon as approved. Invoices without a PO will not be processed.

1) **Procurements below \$1,000:**

Value of procurement below \$1,000 excluding taxes do not require quotations.

2) **Small Order Purchases:**

The Fire Chief is hereby authorized to make Small Order Purchases for goods or services under \$10,000 from such vendors and upon such terms and conditions, as the Fire Chief deems appropriate. The Fire Chief will attempt to obtain competitive prices.

3) **Quotation Purchases:**

A Fire Chief is hereby authorized to make a Request for Quotation Purchase for goods or services between \$10,000 and not more than \$50,000 from such vendor and upon such terms and conditions as the Fire Chief deems advisable, subject to first obtaining at least three (3) written quotations, whenever possible. Bid documents and specifications (as applicable) can be issued and received by email and/or fax transmission at the originating Fire Hall or Mulmur Township Office.

4) **Tender Purchases**

The Fire Chief shall not order goods or services exceeding \$50,000 without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of the Board for a particular transaction. Bids must have a submission label detailing the project name, bidder's name and address. All attempts must be made to obtain at least three (3) written tenders whenever possible.

All Tenders shall be advertised electronically on either the Municipal website or an integrated online portal for the public bid distribution for at least fifteen (15) calendar days preceding the closing date for tenders or for a longer period if required by trade agreement.

All addenda material will be posted at minimum 48 hours prior to bid closing. Tender closing may be extended to allow sufficient time for bidders to consider Addenda materials.

All Tenders shall include the provision "the lowest or any bid will not necessarily be accepted".

5) **Request for Proposals (RFP)**

The Fire Chief may use a request for proposal in place of a Request for Tender when goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services. In the case of requests for proposals, Terms of Reference for the project, including information pertaining to the evaluation of the Request for Proposal, shall be issued to perspective applicants.

6) **Emergency Purchases**

There may be instances due to an emergency or due to a unique situation when the procurement policy cannot be used. The Fire Chief who has made an Emergency Purchase greater than \$10,000 shall present a report to the Board at the meeting immediately following the Emergency Purchase.

The Fire Chief shall ensure that unbudgeted capital projects are approved by the Board and any capital projects that will exceed the budgeted amount by more than \$10,000 must receive Board approval.

Board approval is not required if all the following conditions have been met:

- The total value of the quotation is less than the amount approved in the current year budget and
- The contract is being awarded to the lowest bidder meeting the specifications

This policy shall come into effect on the date of adoption by the Board. Originally adopted April 10, 2017.

**Date of Review and Approval: March 16, 2021**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Secretary**



## **MULMUR-MELANCTHON FIRE BOARD** **PROGRESSIVE DISCIPLINE POLICY**

### **1.0 POLICY**

At the Townships of Mulmur & Melancthon and Mulmur/Melancthon Fire Department (the "Department"), we believe that members will act responsibly and professionally. When required, disciplinary measures are used to correct and prevent unacceptable behaviour and/or work performance. This may involve enforcing published and/or unpublished work rules, work standards and commonly accepted codes of behaviour.

### **2.0 PROCEDURE**

2.1 The Department will adhere to the principles of Progressive Discipline, which is a series of escalating sanctions designed to warn a member that their unacceptable conduct or work performance must change. These principles will apply to all disciplinary situations at the Department, including safety-related infractions.

2.2 The types of escalating sanction that can be applied are:

1. Verbal Warning
2. Written Warning
3. Short Suspension of Service with or Without Pay
4. Long Suspension of Service with or Without Pay
5. Termination of Employment for Cause

2.3 The severity of discipline increases from Verbal and Written Warnings through Suspension and Discharge. When determining the appropriate disciplinary response, there are a number of factors which must be considered including (but not limited to) the nature of the offence, the member's prior disciplinary record and how similar situations have been dealt with in the past.

2.4 Progression from less severe to more severe discipline does not, however, require a repetition of the previous offence; any previous discipline on the member's record may be given consideration when assessing the appropriate penalty. It is important to recognize that progression through the various levels of discipline is not mechanical; sanctions may be repeated, steps in the "ladder" bypassed, or more severe discipline (i.e., Suspension and/or Discharge) imposed when appropriate.

2.5 Any member's service may be terminated for just cause after other disciplinary measures have failed or when a first time incident occurs that is very serious. A member may be dismissed for just cause at any time without regard to any progressive steps if he or she commits an offence for which immediate dismissal is specified as a penalty or if the misconduct is sufficiently serious that termination for just cause is warranted.

2.6 When a situation arises which might attract a disciplinary response, it is important for the Fire Chief or Senior Officers to be contacted for advice and assistance. This will ensure that all steps in the disciplinary process meet established policies and procedures.

**3.0 FILING OF RECORDS**

Documentation of discipline is filed in member's personnel file.

This policy shall come into effect on the date of adoption by the Board. The policy was originally adopted September 11, 2012; reviewed/approved April 10, 2017.

**Date of Review and Approval: March 16, 2021**

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**Chair**

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**Secretary**

**STAFF REPORT**

**TO: Mulmur-Melancthon Fire Board**  
**FROM: Heather Boston, Treasurer**  
**DATE: March 3, 2021**  
**SUBJECT: Procedural By-law Policy**

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**PURPOSE:**

To request that the Board rescind the current Procedural Policy and follow the Township of Mulmur's Procedural By-law moving forward.

**BACKGROUND & DISCUSSION:**

Currently, the Mulmur Melancthon Fire Board has their own Procedural Policy for governing the calling, place and proceedings of meetings, provide for public notice of meetings and to govern the conduct of its members.

Staff are recommending that the Fire Board follow the procedural by-law for the Township of Mulmur, the administrating Municipality for the Board. This will provide consistency and ensure that the By-law remains current with any legislative changes. However, the Board may continue to use their own procedural by-law and request that staff make necessary updates.

Attached is a copy of the By-law for review by the Board. The Procedural By-law was recently amended to allow for electronic participation, refer to section 8.

**RECOMMENDATION:**

That the Board rescind the Procedural Policy and follow the Township of Mulmur's Procedural By-law moving forward.

Respectfully submitted,

*Heather Boston*

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Heather Boston, CPA, CA, CGA, BComm  
Treasurer



**THE CORPORATION OF THE TOWNSHIP OF MULMUR**

**BY-LAW NO. \_\_\_\_-21**

A BY-LAW TO REPEAL BY-LAW 1-19 BEING A BY-LAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND ITS COMMITTEES TO ALLOW ELECTRONIC MEETINGS DURING AN EMERGENCY

**WHEREAS** *The Municipal Act, 2001, S.O. 2001, c.25, ('Act')* provides that a Council shall adopt a procedural by-law for governing the calling, place and proceedings of meetings, provide for public notice of meetings and to govern the conduct of its members.

**AND WHEREAS** the Municipal Act was amended March 19, 2020 to allow municipalities the option to provide for electronic meetings, to allow members participating electronically to be counted towards quorum and allow members of council to vote by proxy if included in a municipality’s procedural by-law.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:**

1. The rules and regulations in the attached document TOWNSHIP OF MULMUR – PROCEDURAL BY-LAW #\_\_\_\_-21, as amended, shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council and in the Committees.
2. Roberts Rules of Order shall prevail where applicable on all matters not covered by this by-law.
3. This By-Law shall become effective upon the date of the enactment.
4. By-Law No. 1-19, is hereby repealed.

READ a first, second and a third time and finally passed this \_\_\_\_\_day of \_\_\_\_\_, 2021

.....  
JANET HORNER, MAYOR

.....  
TRACEY ATKINSON, ACTING CLERK

**TOWNSHIP OF MULMUR – PROCEDURAL BY-LAW #\_\_\_-21**

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# 1. DEFINITIONS

In this By-Law:

**Chair** – the person presiding at the meeting.

**Committee** – a Committee and/or Board created by Council, excluding legislated and/or Joint Committees and/or Boards that have their own policies and procedures.

**Closed Session** – a meeting or portion thereof which is closed to the public in accordance with the applicable legislation.

**Deputation** – an address to Council or Committee at the request of a person wishing to speak.

**Electronic Participation** – means a Council or Committee Member who participates in a Council Board or Committee Meeting remotely via electronic means, including but not limited to, video or audio teleconference), who has the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall be permitted to participate in any portion of a meeting including Closed Session.

**Emergency** – means a declared or undeclared situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

**Ex Officio** – by virtue of Office and refers to the position of Mayor.

**Head of Council** – the Mayor.

**Majority Vote** – Council or Committee means a vote of more than one-half of the votes cast.

**Notice of Motion** – a written motion received by the Clerk at a meeting of Council, moved by a member, and seconded by another member, for inclusion on an agenda of a subsequent meeting of Council.

**Notice** – a written or printed communication publicly displayed.

**Point of Order** – a question by a member with the view to calling attention to any issue relating to the Procedural By-Law or the conduct of Council's business or in order to assist the member in understanding Council's procedures, making an appropriate motion or understanding the effect of a motion.

**Point of Privilege or Personal Privilege** – a question by a member who believes that another member has spoken disrespectfully towards that member or another member or who considers that his or her integrity or that of a member or Township official has been impugned or questioned by a member.

**Quorum** – a majority of the members present, or by electronic participation at a meeting to carry on business.

**Recorded Vote** – a written record of the name and vote of every member voting on any matter or question.

**Resolution** – the decision of Council on any motion.

## **2. COUNCIL AND COUNCIL MEETINGS**

- i) Meetings of the Council shall be held at the Council Chambers, or by electronic participation adopted and used by the Council from time to time for such purpose. The inaugural meeting of Council shall take place as legislated in the Act. The regular meeting of Council shall be held on the first Wednesday of each month at 9:00 A.M., except for December and January which shall be the second Wednesday.
- ii) In January, Council will review and confirm the next year's tentative meeting dates.
- iii) The Mayor may at any time summon a special meeting of Council on 48 hours notice to the Members of Council, or, upon receipt of the petition of the majority of the Members of the Council, the Clerk shall summon a special meeting for the purpose and at the time mentioned in the petition. Forty-eight hours notice of all special meetings of Council shall be given to the Members through the Clerk's office. The only business to be dealt with at a special meeting is that which is listed. The Mayor at his/her discretion may call an emergency meeting.
- iv) In the case of the absence of the Mayor or he/she refuses to act, or his/her office is vacant, the Deputy Mayor shall be appointed to act from time to time in the place of the Mayor and he/she shall have all the rights, powers, and authority of the Head of Council, while so doing.
- v) As soon after the hour fixed for the holding of the meeting of the Council, as quorum is obtained, the Mayor shall take the Chair and call the meeting to order.
- vi) Council and Committee/Board Meetings may be live streamed and/or audio recorded, on an appropriate internet based platform that is generally available to members of the public. The link to access the live streaming of meetings will be published on the website.

## **3. ACCOUNTABILITY AND TRANSPARENCY**

- i) All Council and Committee meetings shall be open to the public, in the event of an emergency, meetings may be open to the Public through live streaming only.
- ii) Notwithstanding 3 i) above, a meeting may be closed to the public if the subject matter being considered relates to items as listed in *The Municipal Act, 2001*, S.O. 2001, c.25. and must follow the procedures as outlined in the Act.
- iii) Confidentiality – Members shall ensure that confidential matters disclosed to them and materials provided to them during Closed Sessions or provided to them in advance of the meeting or session marked confidential, are kept confidential. Members are encouraged to return confidential material to the Clerk. The

obligation to keep information confidential applies even if the member ceases to be a member of Council.

#### **4. ABSENCE OF MAYOR**

Subject to the provisions of Act and where no Presiding Officer has been appointed, in case the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting, the Clerk shall call the members to order and the Deputy Mayor shall preside until the arrival of the Mayor and while so presiding shall have all the powers of the Head of Council.

#### **5. NO QUORUM**

If no quorum is obtained one-half hour after the time appointed for a meeting of Council or a Committee, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

#### **6. CURFEW**

No item of business may be dealt with at a Council meeting after 4:30 pm for a day meeting, and after 3 hours of the start of evening meeting of Council, unless agreed to by the majority of Council present.

#### **7. INCLEMENT WEATHER**

For all Council and Committee meetings, should the Mayor or Chair deem the weather to be severe or an emergency, the meeting may be held electronically, cancelled or rescheduled for another time, at the discretion of the Mayor and Clerk.

#### **8. ELECTRONIC PARTICIPATION**

Committee and Board meetings may offer electronic participation, at the discretion of the Chair, in accordance with *The Municipal Act*, 2001, S.O. 2001, c.25. and in accordance with this By-law.

##### **Electronic Participation – General**

- i) Electronic Participation at meetings may be conducted, pursuant to Section 238 of the Municipal Act, as amended, and in accordance with this By-law.
- ii) Electronic participation will be permitted at all Council meetings unless specified by the Clerk or Chair.

- iii) Members participating electronically, shall be entitled to vote as if they were attending in person and participate electronically in a meeting that is open or closed to the public.
- iv) Members who wish to participate electronically, in accordance with this section, shall make arrangements with the Clerk, or designate, no less than 24 hours in advance of the meeting, or as soon as possible in the event of inclement weather.
- v) At meetings with electronic participation by any member(s), all votes shall be recorded to ensure transparency.

### **Electronic Participation – Emergency Situations**

- i) This By-law is to be applied broadly and with flexibility to permit meetings to occur in light of special circumstances associated with emergency situations.
- ii) As determined by the Mayor or Chair and the Clerk, in an undeclared or declared emergency situation, all members, the Clerk and applicable staff may participate in a meeting electronically. All members of Council shall be counted for the purposes of quorum and shall be entitled to vote.
- iii) In deciding to hold a meeting or meetings electronically, Council shall consider the health and safety of members, staff and the public.
- iv) In emergency situations where the health and safety of the public is deemed to be at risk, meetings will be open to the public only by live streaming and/or audio recorded on an appropriate internet based platform that is generally available to members of the public.

## **9. PETITIONS AND COMMUNICATIONS**

Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, and filed with the Clerk. Digital signatures are accepted as well as email communications.

## **10. THE CONDUCT OF PROCEEDINGS AT A MEETING**

### **10.1 It shall be the duty of the Mayor or Chair:**

- i) to open the meeting by taking the chair and calling the meeting to order;
- ii) to announce the business in the order in which it is to be acted upon;

- iii) to receive and submit, in the proper manner, all motions presented by the members;
- iv) to put to vote all questions which are duly moved and seconded, or necessarily arise in the course of proceedings and to announce the result;
- v) to decline to put to vote motions which infringe the rules of procedure;
- vi) to restrain the Members, within the rules of order, when engaged in debate;
- vii) to enforce on all occasions the observance of order and decorum among the Members;
- viii) to call by name any Member persisting in breach of the rules of order, thereby ordering him/her to vacate the Council Chamber;
- ix) to receive all messages and other communications and announce them to the Members;
- x) to authenticate, by his/her signature when necessary, all by-laws, resolutions, and minutes;
- xi) to inform the members when necessary or when referred to for the purpose, on a point of order;
- xii) to represent and support the members, declaring its will, and implicitly obeying its decisions in all things;
- xiii) to ensure that the decisions are in conformity with the laws and by-laws governing the activities;
- xiv) to adjourn the meeting when the business is concluded, to adjourn the meeting without question in the case of grave disorder arising;
- xv) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chamber or meeting room where such behaviour persists;
- xvi) to run the meeting efficiently and effectively.

## **10.2 It shall be the role of Council:**

- i) to represent the public and to consider the well-being and interests of the municipality;
- ii) to develop and evaluate the policies and programs of the municipality;
- iii) to determine which services the municipality provides;
- iv) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- v) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- vi) to maintain the financial integrity of the municipality;
- vii) to carry out the duties of Council under this or any other Act.

## **11. AGENDAS**

The Clerk, at his/her discretion, shall have prepared from all petitions, communications, correspondence and delegation requests, which are received at least 7 calendar days prior to the date and time of the meeting, not less than forty-eight (48) hours before the hour appointed for the holding of a regular meeting, an agenda under the following headings as needed:

- Call to Order
- Land Acknowledgement
- Agenda Approval
- Minutes of the Previous Meeting
- Discussion Arising out of the Minutes
- Disclosure of Pecuniary Interests
- 15 minute Question Period
- Public Meetings
- Deputations and Invitations
- Public Works
- Treasury
- Administration
- Planning
- Committee Minutes and Sub Committee Reports
- Information Items
- Closed Session
- Items for Future Meetings



- Notice of Motions
- Passing by-laws
- Adjournment

The business of the meeting shall in all cases be taken up in the order in which it stands upon the agenda unless otherwise decided by the majority of members.

Any item which is not on the agenda as set but has been determined by the Clerk to be of a nature which requires attention prior to the next scheduled meeting, the item may be added by addendum at the discretion of the Clerk.

Any items brought forward as a time sensitive issue by other means shall require a majority vote of the members present to be added to the agenda.

All items not included in the agenda package and presented as an 'on desk item' will be included in the posted agenda.

Public attending for Question Period, can attend in person or electronically.

## **12. MINUTES**

Minutes shall record:

- i) The place, date and time of the meeting and the time of adjournment;
- ii) The names of members and staff present;
- iii) The reading, if requested, correction and adoption of the minutes of prior meetings;
- iv) All other proceedings, which will include motions, resolutions, decisions and directions of the meeting without note or comment. Decisions and directions will be clearly stated by the Chair to the Clerk for recording;
- v) The public may ask questions or address Council during question period, which is not recorded. The theme of the question will be recorded in the minutes. Council and or staff may respond at their discretion or they may or may not defer the item to a future agenda;
- vi) The draft minutes of each Council and/or Committee meeting shall be presented to Council for approval and/or information at the next regular meeting, but will be made available in draft to the public as soon as possible after the meeting and prior to adoption;

- vii) After the Council minutes have been approved by Council, they shall be signed by the Mayor and Clerk and/or designate(s).

### **13. COMMITTEES**

- i) Council shall, determine the appropriate Committees, mandates, honorarium and their membership. The Committee shall sit until dissolved by Council. Public members are expected to be residents, property owners, and/or business owners in the Township of Mulmur. Township Staff are not eligible to sit as public members. Public members will continue to serve until their successors are appointed by Council. All Public members will need to provide a clean criminal records check. Council will determine the criteria for appointment of public members. All Committee members will be appointed by motion or by-law.
- ii) Council members appointed to the Committees, shall sit for a two-year period. After which Council will determine whether new members of Council will be appointed.
- iii) All items considered by a Committee shall be forwarded to the Council in the form of Committee minutes.
- iv) Ex officio, who is not a member of a specific Committee, may attend meetings of any Committee and may, with consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote but their attendance shall be noted in the minutes at these meetings.

### **14. DISCLOSURES OF PECUNIARY INTEREST (CONFLICT OF INTEREST)**

Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee or Board which the matter is the subject of consideration, the Member, shall govern themselves in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* and:

- i) shall determine whether they may have a pecuniary interest and to disclose the nature thereof;
- ii) shall prior to any consideration of the matter at the meeting, disclose the Member's interest verbally at the meeting and then in writing, in a form provided, to the Clerk, the general nature thereof;

- iii) shall not take part in the discussion of, or vote on any question in respect of the matter;
- iv) shall not attempt in any way whether before, during or after the meeting to influence the voting on the matter;
- v) where a meeting is open to the public, the Member shall, in addition to complying with the requirements of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* shall forthwith leave the meeting or part of the meeting during which the matter is under consideration;
- vi) where a meeting is not open to the public, the Member shall, in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50* forthwith leave the meeting or the part of the meeting during which the matter is under consideration;
- vii) where the interest of a Member has not been disclosed by reason of the Member's absence from a particular meeting, the Member shall disclose the Member's interest and otherwise comply at the first meeting of the Council or Committee, as the case may be, attended by the Member after the particular meeting;
- viii) every declaration of interest and the general nature thereof made shall where the meeting is open to the public, be recorded in the minutes of the meeting by the Clerk of the Municipality or secretary of the Committee or local board, as the case may be;
- ix) every declaration of interest made, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public;
- x) where the number of members who, by reason of the Provisions of *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 Act*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

## **15. DEPUTATIONS (DELEGATIONS)**

- i) All delegates wishing to address Council or a Committee shall advise the Clerk in writing providing an outline of the nature of the deputation, at least seven (7) days prior to the meeting. All delegates not listed on the agenda, shall only be heard upon the consent of the members. The Clerk, at his/her discretion, will determine the date and time of the deputation.

- ii) All delegates shall address the Chair and shall state their name and whom they represent.
- iii) Each delegation shall be limited in speaking to not more than ten (10) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes. A maximum of 4 deputations at a day meeting not including *Planning Act* public meetings shall be permitted. Invitations for attendance at a Council meeting by Council will be included in the maximum number of deputations.
- iv) Each issue and/or deputation will be allowed one meeting presentation to the Council and/or Committee with a period of 6 months lapsing before the issue can be raised again. An exception may be granted at the discretion of the Clerk, if substantially new and/or substantially significant information is provided.
- v) The Chair may shorten the time of any deputation, any questions of a delegate, or debate during a deputation for disorder or any other breach of this by-law.
- vi) Delegations can appear either in person or electronically.

No delegate shall:

- i) speak disrespectfully of any person;
- ii) use offensive words;
- iii) speak on any subject other than the subject for which he or she has received approval to address Council or Committee;
- iv) disobey the rules of procedure or a decision of the Chair or Council.

## 16. PUBLIC BEHAVIOUR

No person, except Members and authorized staff shall be allowed to come within the area of Council during a Council meeting without permission of the Chair or Council.

The Chair may cause to be expelled and exclude any member of the public, who creates any disturbance or acts improperly, during a meeting of Council or Committee. If necessary, the Chair may call upon the Clerk to seek the appropriate assistance from police.

Members of the public who constitute the audience at a meeting, in person or electronically, shall not:

- i) address Council or Committee address without permission;

- ii) bring signage, placards or banners into such meetings and refrain from any activity or behaviour that would affect the Council or Committee deliberations;
- iii) enter the meeting room without first removing any non-religious or non-medical head gear;
- iv) shall not forget to put on silence all electronic devices.

## 17. READING OF BY-LAWS AND PROCEEDINGS THEREON

- i) No by-law, except a by-law to confirm the proceedings of Council, shall be presented to Council unless the subject matter thereof has been considered and approved by Council.
- ii) Every by-law shall be introduced upon motion by a Member of the Council, specifying the title of the by-law.
- iii) Every by-law when introduced shall be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure or to comply with provisions of any Act and shall be complete with the exception of the number and date thereof.
- iv) Every by-law shall have three readings prior to it being passed.
- v) The first and second reading of a by-law shall be decided without amendment or debate.
- vi) If Council so determines, a by-law may be taken as read.
- vii) The Clerk shall set out on all by-laws enacted by Council the date of the several readings thereof.
- viii) Every by-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Clerk, the Mayor and/or designate(s).

## 18. MOTIONS

- i) **Seconding** – A motion must be formally seconded before the Chair can put the question or a motion be recorded in the minutes.
- ii) **Motion to Reconsider** – A motion to reconsider shall not be made during the same meeting of Council at which the original determination was taken. If a decision has not been substantially acted upon, a member who voted on the

prevailing side may at any time within six months of the original decision, introduce a motion to reconsider a previous decision.

- iii) **Presentation of Motion by Chair** – When a motion is presented in Council in writing, it shall be read aloud by the Chair before debate. Motions may be amended verbally prior to the Calling for the Vote, if a quorum of the members agree to the amendment. The mover and seconder of the motion are to initial the amendment.
- iv) **Call for the Vote** – Immediately preceding the taking of the vote, the Chair shall read the motion in the form introduced and/or amended.
- v) **No Interruption After Call for the Vote** – After a motion is finally called for the Vote, by the Chair, no Member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.
- vi) **Unrecorded Vote** – The manner of determining the decision of the Council on a motion shall be at the discretion of the Chair and may it be by voice, show of hands, standing or otherwise.
- vii) **Recorded Vote** – If a member at a meeting at the time of a vote requests immediately before or immediately after the taking of the vote that the vote be recorded, each member present, except a member who is disqualified from voting by any Act, shall announce his or her vote openly and the Clerk shall record each vote in alphabetical order, unless otherwise prohibited by statute. The names of those who voted for and others who voted against shall be noted in the minutes. The Clerk shall announce the results.
- viii) **Tie Votes** – Any motions on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.
- ix) **Failure to Vote or Abstention** – A failure to vote or abstention by a member at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.

## 19. RULES OF DEBATE

- i) To address Council, every member shall wait to be recognized by the Chair before speaking.
- ii) When the Chair calls for the vote on a motion, each Member shall occupy his/her seat and shall remain in his/her place until the result of the vote has been declared by the Chair, and during such time no Member make any noise or disturbance.

- iii) When a Member is speaking no other Member shall pass between him/her and the Chair or interrupt him/her except to raise a Point of order or Personal Privilege.
- iv) Any Member, taken in order of acknowledgement, may require the question or motion under discussion to be read at any time during the debate, but only after each member has spoken on the question or motion at least once, but not so as to interrupt a Member while speaking.

The following matters and motions with respect thereto may be introduced orally without written notice and without leave, except as otherwise provided by any other Act:

- i) a point of order or personal privilege;
- ii) Endorsement of an item under “information”;
- iii) Except as provided by clause above, all motions shall be in writing;
- iv) In all unprovided cases in the proceedings of the Council the matter shall be decided by the Chair or, subject to an appeal to the Council upon a point of order.

## **20. POINTS OF ORDER AND PRIVILEGES**

- i) The Chair shall preserve order and decide questions of order/privilege when brought forward by any member of Council.
- ii) The Council, if appealed to, shall decide the question without debate and its decision shall be final.

## **21. CONDUCT OF MEMBERS OF COUNCIL**

No Member in an open meeting or Closed Session, shall speak disrespectfully of the Reigning Sovereign, or any of the Royal Family, or of the Governor-General, the Lieutenant-Governor of any province, of any Member of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

No Member shall:

- i) in an open meeting or Closed Session, use offensive words or un-parliamentary language in or against the Council or against any Member, staff or guest;
- ii) speak on any subject other than the subject in debate;

- iii) criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
- iv) disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council,. And in case a Member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith put “that such Member be ordered to leave for the duration of the meeting of the Council” but if the Member apologizes he/she may, by vote of the Council, be permitted back into the meeting;
- v) knowingly be absent or leave a meeting without notifying the Clerk, preferably in writing.

## **22. AMENDMENT**

- i) In all matters and under all circumstances the members shall be guided by and shall have regard to the all other existing legislation including but not limited to *The Municipal Act, 2001, S.O. 2001, as amended, c.25* and *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.
- ii) Following a regular or new election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.

## **23. CONFLICT**

If there is any conflict between this By-Law and any statute, the provisions of the statute prevail.

## **24. NOTICE OF INTENTION TO PASS BY-LAW – NOTICE OF PUBLIC MEETING**

**Manner of Notice** – Where notice of intention to pass a by-law or notice of a public meeting is required to be given, the Clerk shall cause such notice to be posted on the Township’s website. Council or the Clerk may provide additional notice by direct mail and/or publishing a notice in a newspaper at their discretion.

**Time of Notice** – Where notice of intention to pass a by-law or notice of a public meeting is required to be given, such notice shall be provided in the time frame prescribed in the applicable legislation or regulations, and if not so prescribed, notice shall be given at least once, not less than 48 hours prior to the proposed notice of intention to pass a by-law or notice of a public meeting being taken.



If the proposed by-law is not passed at the Council meeting specified in a notice in Section 61 (a), but consideration of the matter is deferred, no further notice is required under Section 61 (a), if a public statement is made at the meeting that the matter has been deferred and that the municipality now intends to adopt or amend the by-law at a later Council meeting specified in the public statement. This section applies to any further deferrals of the matter.

**Form of Notice** – Unless otherwise prescribed in the applicable legislation or regulations, where notice of intention to pass a by-law or notice of a public meeting is required to be given, the form of the notice shall include the following information:

- i) A description of the purpose of the meeting, or the purpose and effect of the the date, time and location of the meeting;
- ii) Where the purpose of the meeting or proposed by-law is related to specific lands with the Township, a key map showing the affected lands;
- iii) The name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments.
- iv) proposed by-law;

## **25. FINANCIAL ADOPTION OF ANNUAL BUDGET**

The notice provisions set out above shall apply to the discussion, consideration and adoption of the annual budget in total.

## **26. OPERATING COSTS INCURRED PRIOR TO BUDGET APPROVAL**

Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.

## **27. IMPROVEMENTS TO SERVICE**

Unless otherwise designated by regulation, notice of improvements in the efficiency and effectiveness of the delivery of services by the Township and its local boards; and barriers identified by the Township and its local boards to achieving improvements in the efficiency and effectiveness of the delivery of services by them, shall be posted at the same time as prescribed in the legislation for the publication of Performance Measures.

## **28. GENERAL**

- i) Where separate by-laws have been enacted in accordance with provisions contained in the legislation, the notice provisions set out in such by-laws shall prevail.
- ii) No notice shall be required under this by-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a Closed Session under Section 239 of the Act.
- iii) Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

## **29. EMERGENCY PROVISION**

If a matter arises, which in the opinion of the CAO, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Township of Mulmur, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the Clerk shall make his/her best efforts to provide notice of the action as soon as possible following the action and will present a report to Council for ratification.



The Corporation of

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)

Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

February 22, 2021

TO: Honourable Doug Ford, Premier of Ontario  
Honourable Sylvia Jones, Ontario Solicitor General  
Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Jon Pegg, Ontario Fire Marshall  
Dufferin County Municipalities

Dear Sirs/Madams:

At the meeting of Council held on February 18, 2021, the following motion was introduced and passed:

Moved by Besley, Seconded by Mercer

**Be it resolved that:**

"WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958; and

WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus; and

WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association

(NFPA) certifications; and

WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Township of Melancthon requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and municipalities within Dufferin County."

**Carried.**

Yours truly,

A handwritten signature in blue ink, appearing to read "Denise B. Holmes".

Denise B. Holmes, AMCT  
CAO/Clerk

c. Save the Ontario Fire College



758070 2<sup>nd</sup> Line E  
Mulmur, Ontario  
L9V 0G8

Local **(705) 466-3341**  
Toll Free from 519 only **(866) 472-0417**  
Fax **(705) 466-2922**

March 12, 2021

TO: Honourable Doug Ford, Premier of Ontario  
Honourable Sylvia Jones, Ontario Solicitor General  
Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Jon Pegg, Ontario Fire Marshall  
Dufferin County Municipalities

Dear Sirs/Madams:

At the meeting of Council held on March 3, 2021, the following motion was passed:

WHEREAS the Ontario Fire College Campus has been in operation in Gravenhurst since 1958; and

WHEREAS the Ontario Fire College Campus is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College Campus has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College Campus has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Regional Training Centers are not all created equal and similar in function to the Ontario Fire College Campus; and

WHEREAS the Ontario Fire College Campus gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College Campus is the most cost-effective method for municipalities to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

THEREFORE, BE IT RESOLVED THAT the Township of Mulmur requests that the Province of Ontario reverse their decision to close the Ontario Fire College Campus in Gravenhurst as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and municipalities within Dufferin County.

Yours Truly,

*Tracey Atkinson*

Tracey Atkinson  
CAO, Planner, Acting Clerk