



AGENDA

MULMUR-MELANCTHON FIRE BOARD Tuesday, September 19, 2023 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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Join Zoom Meeting

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1. **CALL TO ORDER**

2. **LAND ACKNOWLEDGEMENT**

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

3. APPROVAL OF THE AGENDA

Recommendation: THAT the September 19, 2023, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

4. MINUTES OF THE PREVIOUS MEETING

Recommendation: THAT the minutes of the Mulmur-Melancthon Fire Board dated May 23, 2023, be approved.

5. DECLARATION OF PECUNIARY INTEREST

If any member of the Board has a pecuniary interest, they may declare the nature thereof now or at any time during the meeting.

6. TREASURY

6.1 Accounts

Recommendation: THAT the Board approve the operating accounts in the amount of \$60,794.58 and the capital accounts in the amount of \$21,211.75.

6.2 2023 YTD Budget to Actual Income Statement

7. ADMINISTRATION

7.1 Draft Disposition of Land Policy

Recommendation: THAT the Board approve the Disposition of Land policy as presented.

7.2 General Fire Chief Update

8. INFORMATION ITEMS

8.1 Safe Community Project Assist Campaign

8.2 Melancthon Township's Motion Re: Fire Prevention and Protection Services

8.3 Communique – Interpretation of s.6(3) of the Fire Protection and Prevention Act

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.

Recommendation: THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at _____ 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 May 17, 2022 and May 23, 2023 Closed Session Minutes.

Recommendation: THAT the Mulmur-Melancthon Fire Board rise out of Closed Session at _____p.m. and return to open session.

Recommendation: THAT the Board appoint _____ and _____ as Acting Captains commencing September 1, 2023.

10. ADJOURNMENT

Recommendation: THAT we do now adjourn at _____ pm to meet again on November 21, 2023, at 7:00 pm or at the call of the Chair.



MINUTES

MULMUR-MELANCTHON FIRE BOARD

Tuesday, May 23, 2023 at 7:00 p.m.

Present: Earl Hawkins, Chair – Mulmur Township
Ralph Moore, Vice Chair – Melancthon Township
Kim Lyon – Mulmur Township
Darren White – Melancthon Township
Mathew Waterfield – Fire Chief
Heather Boston – Secretary

Absent: Everhard Olivieri-Munroe – Deputy Fire Chief

1. CALL TO ORDER

The Chair called the meeting to order at 7:00 p.m.

2. LAND ACKNOWLEDGEMENT

We begin this meeting by acknowledging that we are meeting upon the traditional Indigenous lands of the Tionontati (Petun) and Treaty 18 territory of the Anishinaabe peoples. We recognize and deeply appreciate their historic connection to this place and we also recognize the contributions Indigenous peoples have made, both in shaping and strengthening our community, province and country as a whole.

3. APPROVAL OF THE AGENDA

Moved by: Lyon/Moore

THAT the May 23, 2023, agenda for the Mulmur-Melancthon Fire Board be approved as circulated.

CARRIED.

4. APPROVAL OF PREVIOUS MEETING'S MINUTES

Moved by: Moore/Lyon

THAT the minutes of the Mulmur-Melancthon Fire Board dated February 13, 2023, be approved.

CARRIED.

5. DECLARATION OF PECUNIARY INTEREST

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

6. TREASURY

6.1 2022 Draft Financial Statements Presentation – Matthew Betik, Partner, KPMG

Motion by: Lyon/Moore

THAT the board approve the draft 2022 financial statements as presented.

CARRIED.

6.2 Accounts

Moved by: Lyon/Moore

THAT the Board approve the operating accounts in the amount of \$36,294.33 and the capital accounts in the amount of \$17,546.30.

CARRIED.

6.3 Fire Training Reserve

- The Fire Chief has a list of firefighters that need to be trained for budget purposes.
- We will be using Southwest Fire for training as surrounding areas are using it with success.
- It takes 6 months to complete training.
- The Chief plans on training about three people per year.
- Dundalk has trainers, discussed the possibility of utilizing them, however, ability to arrange coordinated training times may be a factor as the training take several months to complete.
- The Board has enough money budgeted in 2023 to train 2 firefighters.

- Discussed if a reserve is needed at all as the budget is set appropriately to meet the training needs each year.
- Concern about building a budget that will create a surplus moving forward.
- Discussed if there would be a need for a reserve if the Department is required to train some firefighters unexpectedly.
- Discussed the possibility to fund a deficit with following year levy or to possibly amend the budget and increase the levies in the current year to cover training overages.

At 7:38 pm Chair Hawkins left the meeting and Vice Chair Moore took over as Chair.

Moved by: White/Moore

THAT the Board approve the creation of a training reserve from any surpluses created by the training expense line of the budget, to be reviewed annually during budget discussions.

CARRIED.

7. ADMINISTRATION

7.1 OFM Recommendations

Moved by: Lyon/White

THAT the Board conducted their annual review of the Establishing and Regulating By-law, Fire Board Agreement, Fire Related By-laws, Policies and Operating Guidelines as outlined in the 30 OFM Recommendations;

AND THAT no action is to be taken.

CARRIED.

7.2 Emergency Shelter

- Read motion from Mulmur Township Council in support of moving the emergency shelter to the fire hall.
- Melancthon stated that their council is not in support of relocating the emergency shelter to the fire hall.
- Arena staff members may not be able to get to the arena during an emergency.
- It was suggested that we consider doing the same thing Melancthon did for emergencies when the Horning's Mill Hall is to be used as an emergency shelter.

- Melancthon asked for volunteers from the community to assist in an emergency and the County of Dufferin came in and trained them.
- Concern that if there was a fire call, firefighters would not be able to stay in the firehall and look after the stranded individuals.

7.3 Draft Disposition of Land Policy

- Treasurer to investigate who owns the fire department land.
- Deferred until clarified.

7.4 Year End Fire Chief Report

- Discussed when the training mandate had to be fulfilled by and it is July 1, 2026.

Moved by: White/Lyon

THAT the Fire Board receive and approve the 2022 Year End Fire Chief's Report.

CARRIED.

8. INFORMATION ITEMS

Discussed a Motion from Melancthon Council that is asking for the County to hire a consultant to review the best way to run the fire services in Dufferin County.

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/Lyon

THAT the Mulmur-Melancthon Fire Board move into Closed Session pursuant to Section 239 (2) (b) of the Municipal Act 2001, as amended at 8:07 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 March 15, 2022, Closed Session Minutes.

Moved by: White/Lyon

THAT the Mulmur-Melancthon Fire Board rise out of Closed Session at 8:21 p.m. and return to open session without report.

CARRIED.

10. ADJOURNMENT

Moved by: Lyon/White

THAT we do now adjourn at 8:22 pm to meet again on July 18, 2023, at 7:00 pm or at the call of the Chair.

CARRIED.

Chair

Secretary

Accounts Payable

AP Operating Approval List May 17-Sep 14

Vendor 000000 Through 999999

Invoice Entry Date 2023-01-01 to 2023-09-14 Paid Invoices Cheque Date 2023-05-17 to 2023-09-14

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nbr Item Amount
MM FIRE - OPERATING REV/EXP					
02-1094-2126	091218 FEEHELY, GASTALDI BARRISTERS & SOLICIT	FILE NO 1699C23 MB TERMINATION	2023-06-30	2023-07-18	001186 1,356.00
02-1094-5105	000345 WORKPLACE SAFETY & INSURANCE BOARD	07312023 WSIB - JULY 2023	2023-07-31	2023-07-31	000540 2,301.75
02-1094-5110	000057 BARRIE SCUBA HOUSE	1414 HYDROSTATIC/VISUAL INSPECTION	2023-01-25	2023-05-24	001157 940.73
02-1094-5110	000057 BARRIE SCUBA HOUSE	1495 HYDROSTATIC/VISUAL INSPECTION	2023-03-14	2023-05-24	001157 912.48
02-1094-5110	000057 BARRIE SCUBA HOUSE	1576 HYDROSTATIC/VISUAL INSPECTION	2023-05-02	2023-05-24	001157 480.25
02-1094-5110	000062 FIRECHEK PROTECTION SERVICES INC	6759 BREATHING AIR MAINTENANCE	2023-05-19	2023-06-02	001164 1,153.32
			Account Total		3,486.78
02-1094-5112	090441 TOWNSHIP OF MULMUR	0041115 APRIL FIRE FUEL	2023-04-28	2023-05-31	001174 697.00
02-1094-5112	090441 TOWNSHIP OF MULMUR	0041232 JUNE FUEL	2023-06-30	2023-07-31	000539 277.87
02-1094-5112	090441 TOWNSHIP OF MULMUR	0041479 JULY FUEL USAGE	2023-08-09	2023-08-31	000546 410.53
02-1094-5112	000052 TORONTO DOMINION VISA (MW)	05262023 FUEL	2023-05-26	2023-05-31	001173 89.02
02-1094-5112	091213 TORONTO DOMINION VISA (EO-M)	05262023 FUEL	2023-05-26	2023-05-31	001172 39.32
			Account Total		1,513.74
02-1094-5114	091212 X-TINGUISHER	000689 LAUNDRY SOAP/WIPES/WASH	2023-06-02	2023-06-20	001181 847.12
02-1094-5114	000052 TORONTO DOMINION VISA (MW)	05262023 AC CHARGER FOR DELL	2023-05-26	2023-05-31	001173 73.39
02-1094-5114	000052 TORONTO DOMINION VISA (MW)	05262023 CLOCK	2023-05-26	2023-05-31	001173 38.97
02-1094-5114	000052 TORONTO DOMINION VISA (MW)	06262023 WALL CLOCK	2023-06-30	2023-06-30	000533 38.97
02-1094-5114	000052 TORONTO DOMINION VISA (MW)	06262023 DOLLAR TREE	2023-06-30	2023-06-30	000533 15.08
02-1094-5114	000052 TORONTO DOMINION VISA (MW)	07262023 25 GAL TOTE	2023-07-26	2023-07-31	000538 111.77
02-1094-5114	000052 TORONTO DOMINION VISA (MW)	08082023 HOME DEPOT 45 GAL TOTE	2023-08-08	2023-08-31	000545 56.47
02-1094-5114	091202 ULINE CANADA CORPORATION	12213585 PAPER TOWEL/TP/FLOOR SQUEEGEE	2023-05-04	2023-05-24	001163 826.20
02-1094-5114	091214 INSPECTECH ANALYGAS GROUP INC	23-5065 AIR MONITOR SYS REPAIRS	2023-06-13	2023-06-20	001175 3,500.74

Accounts Payable

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Invoice Entry Date 2023-01-01 to 2023-09-14 Paid Invoices Cheque Date 2023-05-17 to 2023-09-14

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb/ Item Amount
02-1094-5114	000535 SHELBURNE HOME HARDWARE	382828/1 HOSE DRAIN/CONNECTOR	2023-05-19	2023-05-24	001161 47.97
02-1094-5114	000535 SHELBURNE HOME HARDWARE	388004/1 DEEP WOODS X 3	2023-07-26	2023-07-31	000535 81.33
Account Total					5,638.01
02-1094-5115	091202 ULINE CANADA CORPORATION	12353908 BRUSH/PAIL/BOTTLES/GZERO STICK	2023-05-31	2023-06-20	001180 657.73
02-1094-5115	091202 ULINE CANADA CORPORATION	12382200 TOWELS/NOZZEL	2023-06-03	2023-06-20	001180 308.15
02-1094-5115	091202 ULINE CANADA CORPORATION	ORDER#5167979 14 X WHEEL CHOCKS/FLAG	2023-08-24	2023-09-13	001209 1,212.93
Account Total					2,178.81
02-1094-5116	000052 TORONTO DOMINION VISA (MW)	05262023 MOTOROLA BATTERY	2023-05-26	2023-05-31	001173 183.47
02-1094-5116	091189 FIVE9 SOLUTIONS INC.	INV003875 RADIO CHARGER	2023-08-21	2023-08-30	001202 175.15
Account Total					358.62
02-1094-5117	001363 HYDRO ONE NETWORKS INC.	04122023 APRIL 2023 HYDRO	2023-04-12	2023-05-31	001169 367.48
02-1094-5117	001363 HYDRO ONE NETWORKS INC.	05102023 MAY 2023 HYDRO	2023-05-10	2023-05-31	001169 420.26
02-1094-5117	001363 HYDRO ONE NETWORKS INC.	06092023 JUNE 2023 HYDRO	2023-06-09	2023-06-30	000529 416.72
02-1094-5117	001363 HYDRO ONE NETWORKS INC.	07122023 JULY 2023 HYDRO	2023-08-01	2023-08-31	000542 476.70
02-1094-5117	001363 HYDRO ONE NETWORKS INC.	08102023 AUG 2023 HYDRO	2023-08-30	2023-08-31	000542 414.25
Account Total					2,095.41
02-1094-5118	000080 STILLWATER CONSULTING LIMITED	0004636 FLMS JUNE	2023-06-01	2023-06-02	001167 355.44
02-1094-5118	000080 STILLWATER CONSULTING LIMITED	0004703 27 USERS LEARNING MGMT	2023-08-01	2023-08-16	001199 355.44
02-1094-5118	000080 STILLWATER CONSULTING LIMITED	0004735 27 X FLMS - SEPT	2023-09-01	2023-09-13	001207 355.44
02-1094-5118	000052 TORONTO DOMINION VISA (MW)	05262023 TRADE SHOW	2023-05-26	2023-05-31	001173 282.50
02-1094-5118	091213 TORONTO DOMINION VISA (EO-M)	05262023 CONFERENCE	2023-05-26	2023-05-31	001172 28.25
02-1094-5118	000064 TOWN OF INNISFIL	29195 CC TRAINING	2023-06-14	2023-06-20	001179 339.00
02-1094-5118	091079 MINISTER OF FINANCE	300506231339020 REGIST FEE JAN-MAR 2023	2023-06-05	2023-06-20	001178 65.00

Accounts Payable

AP Operating Approval List May 17-Sep 14

Vendor 000000 Through 999999

Invoice Entry Date 2023-01-01 to 2023-09-14 Paid Invoices Cheque Date 2023-05-17 to 2023-09-14

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb/ Item Amount
02-1094-5118	000080 STILLWATER CONSULTING LIMITED	4671 FLMS JULY	2023-07-01	2023-07-18	001191 355.44
02-1094-5118	091221 RESCUE 51 TOWING & RECOVERY INC	TRAINING023 CC & MM AWARENESS TRAINING	2023-06-21	2023-07-18	001190 565.00
Account Total					2,701.51
02-1094-5120	090994 TELIZON INC.	03500520230513 ACCT#35005 - FIRE MAY	2023-05-13	2023-05-31	001171 124.44
02-1094-5120	090994 TELIZON INC.	03500520230613 ACCT#35005 - FIRE JUNE	2023-06-13	2023-06-30	000532 124.25
02-1094-5120	090994 TELIZON INC.	03500520230713 ACCT#35005 - FIRE JULY	2023-07-13	2023-07-31	000537 124.02
02-1094-5120	090994 TELIZON INC.	03500520230813 ACCT#35005 - FIRE AUGUST	2023-08-17	2023-08-31	000544 124.02
02-1094-5120	091194 BELL MOBILITY INC.	05132023 CELL PHONE MAY	2023-05-13	2023-06-30	000528 21.78
02-1094-5120	091194 BELL MOBILITY INC.	06132023 CELL PHONE JUNE	2023-06-13	2023-06-30	000528 21.55
02-1094-5120	000052 TORONTO DOMINION VISA (MW)	06262023 OTTERBOX	2023-06-30	2023-06-30	000533 29.87
02-1094-5120	091194 BELL MOBILITY INC.	07132023 JULY CELL PHONES	2023-07-13	2023-07-31	000534 56.28
02-1094-5120	091194 BELL MOBILITY INC.	08132023 AUG CELL PHONE	2023-08-13	2023-08-31	000541 21.54
02-1094-5120	000075 TILLSONBURG FIRE & RESCUE SERVICES	2023-0215 FIRE DISPATCH 3RD QTR FEB-APR	2023-05-12	2023-05-24	001162 2,883.74
02-1094-5120	000075 TILLSONBURG FIRE & RESCUE SERVICES	2023-0486 FIRE DISPATCHING	2023-08-02	2023-08-16	001200 2,883.74
02-1094-5120	091164 SWISH MAINTENANCE LIMITED	S058033 GPS FEE: MAY 2023	2023-05-31	2023-06-02	001168 488.87
02-1094-5120	091164 SWISH MAINTENANCE LIMITED	S058319 GPS FEE: JUNE	2023-06-30	2023-07-18	001192 102.92
02-1094-5120	091164 SWISH MAINTENANCE LIMITED	S058580 GPS FEE: JULY	2023-07-31	2023-08-02	001195 102.92
02-1094-5120	091164 SWISH MAINTENANCE LIMITED	S058843 GPS FEE: AUGUST	2023-08-31	2023-09-13	001208 102.92
Account Total					7,212.86
02-1094-5121	000052 TORONTO DOMINION VISA (MW)	05262023 GOLD PINS	2023-05-26	2023-05-31	001173 141.06
02-1094-5121	000052 TORONTO DOMINION VISA (MW)	05262023 GOLD CERTIFICATES	2023-05-26	2023-05-31	001173 131.00
02-1094-5121	000037 FISHER'S REGALIA	1000005391 UNIFORMS FOR OFFICERS	2023-05-10	2023-05-24	001158 405.60
02-1094-5121	000037 FISHER'S REGALIA & UNIFORM	1000005494 LONG SERVICE PINS	2023-07-21	2023-08-02	001194 387.83

Accounts Payable

AP Operating Approval List May 17-Sep 14

Vendor 000000 Through 999999

Invoice Entry Date 2023-01-01 to 2023-09-14 Paid Invoices Cheque Date 2023-05-17 to 2023-09-14

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nbr Item Amount
				Account Total	1,065.49
02-1094-5123	000312 FIRE MARSHAL'S PUBLIC FIRE SAFETY COUN	IN163397 BANNERS/STICKERS/POSTER	2023-08-25	2023-08-30	001201 501.43
02-1094-5124	090883 SPARLINGS PROPANE CO. LTD	88725061978818 PROPANE	2023-06-15	2023-06-30	000530 1,085.57
02-1094-5130	091217 PSD CITYWIDE INC	19362 ASSET MGMT	2023-07-04	2023-07-04	001184 899.47
02-1094-5134	090441 TOWNSHIP OF MULMUR	0041462 2023 INSURANCE	2023-07-20	2023-07-31	000539 5,238.01
02-1094-5134	091182 AON REED STENHOUSE INC.	3640000035055 VFIS BENEFITS	2023-06-20	2023-07-04	001182 3,297.24
02-1094-5134	091215 LIFT AUTO GROUP OPERTATING CORPORATI	82020 MAGNUS HAMBLETON TOYOTA REPAIR	2023-08-15	2023-08-30	001203 7,905.78
02-1094-5134	000027 HOMEWOOD HEALTH INC	H606211 JULY 2023 - JUNE 2024 EAP	2023-07-01	2023-07-04	001183 569.52
				Account Total	17,010.55
02-1094-5141	000052 TORONTO DOMINION VISA (MW)	05262023 MEAL	2023-05-26	2023-05-31	001173 17.38
02-1094-5141	000052 TORONTO DOMINION VISA (MW)	06262023 MEALS - FIREHOUSE	2023-06-30	2023-06-30	000533 44.20
02-1094-5141	000052 TORONTO DOMINION VISA (MW)	06262023 GATORADE X 2	2023-06-30	2023-06-30	000533 47.41
02-1094-5141	000052 TORONTO DOMINION VISA (MW)	06262023 MEALS - NEW ORLEANS	2023-06-30	2023-06-30	000533 54.22
02-1094-5141	000052 TORONTO DOMINION VISA (MW)	07262023 WENDYS MEAL	2023-07-26	2023-07-31	000538 12.19
02-1094-5141	000052 TORONTO DOMINION VISA (MW)	07262023 A&W MEAL	2023-07-26	2023-07-31	000538 16.58
				Account Total	191.98
02-1094-5142	091220 POWERLAND COMPUTERS LTD	IN-2054842-01 TONER CYN/YLW/MGN/BLK	2023-07-10	2023-07-18	001189 477.45
02-1094-5143	091167 RURAL RESCUE FIRST AID TRAINING	2932 TRAUMA BAGS/MASK	2023-06-15	2023-09-13	001206 3,112.99
02-1094-5143	091219 ZOLL MEDICAL CANADA INC	300303 PEDI-PADZ ELECTRODES	2023-07-12	2023-07-18	001193 317.53
02-1094-5143	091219 ZOLL MEDICAL CANADA INC	300492 ELECTRODE PAD	2023-07-18	2023-08-02	001196 469.85
				Account Total	3,900.37
02-1094-5144	000008 GEORGIAN FIREGEAR SERVICE	12502 MC - COAT/PANT BUNKER REPAIR	2023-08-03	2023-08-16	001197 186.17

Accounts Payable

AP Operating Approval List May 17-Sep 14

Vendor 000000 Through 999999

Invoice Entry Date 2023-01-01 to 2023-09-14 Paid Invoices Cheque Date 2023-05-17 to 2023-09-14

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb/Item Amount
02-1094-5144	000043 HEADWATERS HEALTH CARE CENTRE	BIOMED JUNE 2023 AED MAINTENANCE	2023-06-30	2023-07-18	001187 203.40
Account Total					389.57
02-1094-5146	090454 TD CANADA TRUST AUTO DEBITS	05012023 MAY EFT S/C	2023-05-01	2023-05-31	001170 25.00
02-1094-5146	090454 TD CANADA TRUST AUTO DEBITS	06012023 JUNE EFT S/C	2023-06-01	2023-06-30	000531 25.00
02-1094-5146	090454 TD CANADA TRUST AUTO DEBITS	07012023 JULY EFT S/C	2023-07-04	2023-07-31	000536 25.00
02-1094-5146	090454 TD CANADA TRUST AUTO DEBITS	08172023 AUG EFT S/C	2023-08-17	2023-08-31	000543 25.00
Account Total					100.00
02-1094-5150	000361 INTELICORE	34337 MAY WKSTATIONS X 7	2023-05-30	2023-06-20	001176 118.65
02-1094-5150	000361 INTELICORE	34384 JUNE IT WRK STN	2023-06-30	2023-07-18	001188 118.65
02-1094-5150	000361 INTELICORE	34417 JULY IT SUPPORT WRKSTN	2023-07-30	2023-08-16	001198 118.65
02-1094-5150	000361 INTELICORE	34450 IT SUPPORT AUG	2023-08-30	2023-09-13	001205 118.65
Account Total					474.60
02-1094-5160	090698 M & L SUPPLY FIRE & SAFETY	016729 LIGHT/BATTERY PK/SHEAR DONATIO	2023-05-10	2023-08-30	001204 1,698.14
02-1094-5160	090698 M & L SUPPLY FIRE & SAFETY	016751 BATT PK/CHAINSAW/GRINDER DONAT	2023-05-12	2023-08-30	001204 1,575.10
02-1094-5160	090698 M & L SUPPLY FIRE & SAFETY	016952 SAW BLADE & BRUSHES - DONATION	2023-05-25	2023-08-30	001204 1,145.15
02-1094-5160	000622 GORD DAVENPORT AUTOMOTIVE INC.	14417-296000 SPARK PLUGS	2023-05-04	2023-06-02	001165 49.19
Account Total					4,467.58
02-1094-5163	090433 LARRY BYE MOBILE REPAIR	27289 FILTERS/OIL/SAFETY/INSPEC/GREA	2023-05-26	2023-06-20	001177 1,387.03
Account Total					1,387.03
Department Total					60,794.58
Total Paid Invoices					60,794.58
Total Unpaid Invoices					0.00
Total Invoices					60,794.58

Accounts Payable

AP Operating Approval List May 17-Sep 14

Vendor 000000 Through 999999

Invoice Entry Date 2023-01-01 to 2023-09-14 Paid Invoices Cheque Date 2023-05-17 to 2023-09-14

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
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Department Summary

02-1094	MM FIRE - OPERATING REV/EXP	60,794.58
Report Total		60,794.58

Accounts Payable

AP Operating Approval List May 17-Sep 14

Vendor 000000 Through 999999

Invoice Entry Date 2023-01-01 to 2023-09-14 Paid Invoices Cheque Date 2023-05-17 to 2023-09-14

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
MM FIRE - CAPITAL FUND					
02-1095-5200	091216 SPARKIE SOLUTIONS	220101 DRAIN WASHER/PUMP KIT/SOAP	2023-04-28	2023-07-04	001185 8,357.48
02-1095-5200	000078 MUNICIPAL EQUIPMENT	4484 FIRE HOSE	2023-04-21	2023-05-24	001160 4,567.01
02-1095-5200	000078 MUNICIPAL EQUIPMENT	4574 FIRE HOSE	2023-05-10	2023-05-24	001160 4,830.25
02-1095-5200	091189 FIVE9 SOLUTIONS INC.	INV003364 RADIO MAINTENANCE	2023-05-15	2023-05-24	001159 3,457.01
Account Total					21,211.75
Department Total					21,211.75
Total Paid Invoices					21,211.75
Total Unpaid Invoices					0.00
Total Invoices					21,211.75

Accounts Payable

AP Operating Approval List May 17-Sep 14

Vendor 000000 Through 999999

Invoice Entry Date 2023-01-01 to 2023-09-14 Paid Invoices Cheque Date 2023-05-17 to 2023-09-14

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Chq Nb Item Amount
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Department Summary

02-1095	MM FIRE - CAPITAL FUND	21,211.75
Report Total		21,211.75

MULMUR MELANCTHON FIRE DEPARTMENT			
updated Sep 15, 2023		YTD	FINAL
		2023 ACTUAL	2023 Budget
Revenue			
02-1094-4000	MM FIRE-CALL REVENUE	\$ 6,318	\$ 12,000
02-1094-4010	MM FIRE-DONATIONS	\$ 4,418	\$ -
02-1094-4020	MM FIRE-OTHER REVENUE	\$ -	\$ -
02-1094-4030	MM FIRE-INTEREST EARNED	\$ -	\$ -
02-1094-4130	MM FIRE-OP REV MELANCTHON	37,852.02	55,361.57
	OPERATING SURPLUS MELANCTHON		(5,035.99)
02-1094-4230	MM FIRE-OP REV MULMUR	123,509.61	178,824.43
	OPERATING SURPLUS MULMUR		(16,230.87)
02-1094-3001	MM FIRE-PR YR'S OPERATING SURPLUS	-	21,266.86
02-1094-4310	MM FIRE-TSFR FM OPERATING RESERVES		
	Total Operating Revenue	\$ 172,098	\$ 246,186
Expenses			
02-1094-2126	MM FIRE-LEGAL	\$ 1,221	\$ -
02-1094-5100	MM FIRE MANAGEMENT SALARIES	\$ 25,685	\$ 37,300
02-1094-5101	MM FIRE FIREHALL TRAINING & DUTY WAGES	\$ 17,434	\$ 36,000
02-1094-5102	MM FIRE FIRE CALL WAGES	\$ 21,898	\$ 27,810
02-1094-5103	MM FIRE EXTERNAL TRAINING WAGES	\$ 1,373	\$ 9,000
02-1094-5104	MM FIRE EMPLOYER HEALTH TAX	\$ 651	\$ 1,000
02-1094-5105	MM FIRE WORKERS COMPENSATION	\$ 4,518	\$ 7,700
02-1094-5109	MM FIRE SECRETARIAL DUTIES	\$ 1,000	\$ 2,000
02-1094-5110	MM FIRE SELF CONT BREATH APP (SCBA'S)	\$ 3,906	\$ 4,000
02-1094-5112	MM FIRE VEHICLE FUEL	\$ 2,010	\$ 3,700
02-1094-5114	MM FIRE BLDGS & GROUNDS MAINTENANCE	\$ 6,200	\$ 6,000
02-1094-5115	MM FIRE MATERIALS/SUPPLIES	\$ 1,962	\$ -
02-1094-5116	MM FIRE RADIO PURCHASES & REPAIRS	\$ 2,101	\$ 4,000
02-1094-5117	MM FIRE HYDRO	\$ 2,827	\$ 5,000
02-1094-5118	MM FIRE TRAINING COURSES	\$ 5,962	\$ 12,000
02-1094-5119	MM FIRE DUES, FEES & SUBSCRIPTIONS	\$ 450	\$ 1,384
02-1094-5120	MM FIRE COMMUNICATIONS	\$ 11,885	\$ 17,500
02-1094-5121	MM FIRE MISC (AWARDS-STATION WEAR)	\$ 3,162	\$ 3,000
02-1094-5122	MM FIRE TREASURERS EXPENSE	\$ 5,000	\$ 10,000
02-1094-5123	MM FIRE PREVENTION/INSPECTIONS	\$ 452	\$ 1,000
02-1094-5124	MM FIRE PROPANE	\$ 5,371	\$ 7,000
02-1094-5125	MM FIRE AUDIT	\$ -	\$ 2,442
02-1094-5130	MM FIRE ASSET MANAGEMENT	\$ 810	\$ 810
02-1094-5134	MM FIRE INSURANCE	\$ 14,591	\$ 17,000
02-1094-5140	MM FIRE TRAVEL	\$ -	\$ 3,000
02-1094-5141	MM FIRE MEALS	\$ 178	\$ 650
02-1094-5142	MM FIRE OFFICE/COMPUTER SUPPLIES	\$ 3,600	\$ 3,000
02-1094-5143	MM FIRE MEDICAL SUPPLIES	\$ 3,512	\$ 1,000

<u>MULMUR MELANCTHON FIRE DEPARTMENT</u>			
updated Sep 15, 2023		YTD	FINAL
		2023 ACTUAL	2023 Budget
02-1094-5144	MM FIRE EQUIP REPAIRS & MAINTENANCE	\$ 571	\$ 3,000
02-1094-5145	MM FIRE-MTO REPORTS	\$ 140	\$ 300
02-1094-5146	MM FIRE BANK CHARGES	\$ 229	\$ 340
02-1094-5150	MM FIRE IT SUPPORT	\$ 855	\$ 500
02-1094-5160	MM FIRE - EQUIPMENT SUPPLIES	\$ 7,338	\$ 2,500
02-1094-5161	MM FIRE - PUMPER #41 1999 FREIGHTLINER	\$ -	\$ 5,000
02-1094-5162	MM FIRE - 2020 FORD RESCUE #42	\$ -	\$ 1,500
02-1094-5163	MM FIRE - TANKER #43 2020 FREIGHTLINER	\$ 3,066	\$ 2,000
02-1094-5164	MM FIRE - PUMPER #44 2009 SPAR	\$ -	\$ 6,000
02-1094-5165	MM FIRE - 2006 TRAILER (RME)	\$ -	\$ 1,000
02-1094-5166	MM FIRE - ARGO	\$ -	\$ 750
	Total Operating Expenses	\$ 159,958	\$ 246,186
	Operating Surplus (deficit)	\$ 12,140	\$ -
<u>CAPITAL BUDGET</u>			
<u>CAPITAL REVENUE</u>			
02-1095-4010	MM FIRE-CAPITAL DONATIONS	\$ 3,500	\$ -
02-1095-4030	MM FIRE-INTEREST EARNED	\$ 11,236	\$ 1,000
02-1095-4040	MM FIRE-CAPITAL GRANT REVENUE	\$ -	\$ -
02-1095-4050	MM FIRE-SALE OF VEHICLE	\$ -	\$ -
02-1095-4060	MM FIRE-SALE OF EQUIPMENT	\$ -	\$ -
02-1095-4140	MM FIRE-CAP REVENUE MELANCTHON	\$ 54,375	\$ 72,500
02-1095-4240	MM FIRE-CAP REVENUE MULMUR	\$ 54,375	\$ 72,500
02-1095-4300	MM FIRE-TSFR FROM CAPITAL RESERVES	\$ 21,570	\$ 17,000
	Total Capital Revenue	\$ 145,057	\$ 163,000
<u>CAPITAL EXPENSES</u>			
02-1095-5200	MM FIRE CAPITAL PURCHASES	\$ 36,307	\$ 18,000
02-1095-5300	MM FIRE TSF TO CAPITAL RESERVES	\$ 108,750	\$ 145,000
		\$ 145,057	\$ 163,000
	Capital Surplus (deficit)	\$ -	\$ -



Sale and Other Disposition of Land Policy

1. Policy Statement

- 1.1 The Mulmur-Melancthon Fire Board shall dispose of land in a transparent and accountable manner that considers its social, economic, environmental and cultural return to the Township and its residents.

2. Purpose

- 2.1 Section 270 (2) of the Municipal Act, 2001 S.O. 2001, c.25, as amended, requires local boards to adopt and maintain a policy with respect to the sale and other disposition of land.
- 2.2 This policy ensures that any dispositions of land are conducted in a manner that fosters public trust and supports a process that is fair, open and transparent.

3. Scope and Application

- 3.1 This policy applies to all financial and legal transactions involving the sale and other disposition of Mulmur-Melancthon Fire Board owned land.
- 3.2 The Mulmur-Melancthon Fire Board is managed by a joint local board of management between the Township of Melancthon and the Township of Mulmur, therefore:
 - a) Where Mulmur-Melancthon Board lands fall within the jurisdiction of the Township of Mulmur, the Mulmur-Melancthon Fire Board shall adhere to the Township of Mulmur's prevailing Sale and Disposition of Land By-law.
 - b) Where Mulmur-Melancthon Board lands fall within the jurisdiction of the Township of Melancthon, the Mulmur-Melancthon Fire Board shall adhere to the Township of Melancthon's prevailing Sale and Disposition of Land By-law.

4. Responsibilities

- 4.1 Members and staff are required to adhere to this policy and its governing provisions, including all other existing applicable policies and procedures adopted by the Mulmur-Melancthon Fire Board.

THIS AGREEMENT MADE THIS 11th DAY OF AUGUST, 2010 BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF MULMUR

--AND --

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

WHEREAS *Section 19 (2), c. 25 of the Municipal Act S.O. 2001* allows for entering into agreements with one or more municipalities to provide for the joint management and operation of the Fire Departments and for the establishment of Joint Boards of Management thereof;

AND WHEREAS *Section 20 (1), c. 25 of the Municipal Act S.O. 2001* grants permission for two (2) or more municipalities to establish, maintain and operate Fire Departments upon such basis as to the distribution of costs as the municipalities may agree;

AND WHEREAS *Section 2, Fire Protection & Prevention Act, 1997* provides that every municipality shall establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention and provide such other fire protection services as it determines may be necessary in accordance with its' needs and circumstances;

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

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

1. A Joint Board of Management shall be established and shall be composed of two (2) members from each municipality and to be known as the Mulmur-Melancthon Volunteer Fire Department Joint Board of Management, hereinafter called the "FIRE BOARD". The Fire Board shall be appointed by the Councils of the participating municipalities, each Council appointing in December, to take office effective January 1st next following, for a term concurrent with Council. Each member shall be an elected member for a time period consistent with the policies of each respective municipality in force and effect at the time of appointment. Any vacancy occurring on the Fire Board shall be filled within thirty (30) days of same occurring by the Council of the municipality that had appointed the member wherein the vacancy occurred. Each member from Mulmur Council shall have two (2) votes each on the Board, and each member from Melancthon Council shall have one (1) vote each on the Board for operating items. Each member from Mulmur Council shall have one (1) vote each on the Board, and each member from Melancthon Council shall have one (1) vote each on the Board for capital items.
2. The maximum number of personnel for the department shall be set at twenty-three (23), consisting of one Chief, one Deputy-Chief, one Dispatch, four Captains, and sixteen firefighters.
3. The Fire Board shall appoint a Chairperson and Vice-Chairperson from among its' members at the first meeting of the Fire Board on each calendar year. The Chairperson shall preside at all meetings of the Fire Board and be charged with the general administration of the business and affairs of the Fire Board.

4. The Fire Board shall appoint a Secretary at the first meeting of the Fire Board in each calendar year. The Mulmur Township Treasurer shall be the treasurer for the Fire Board. The Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Department and, under the direction of the Fire Board, shall deposit all monies with respect to the operation of the Department. The Treasurer shall render to the Fire Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Department. The Treasurer shall pay only such items as are approved. Costs for administering the books shall be apportioned to Melancthon Township on the cost-sharing proportion as set out in Schedule "B". It shall be the policy of the board that the current year's operating surplus or operating deficit be allocated to the following year's operating budget. The Township of Mulmur shall be responsible for P.S.A.B. (Public Sector Accounting Board) regulations and required bookkeeping.
5. The Fire Board shall hold at least six regularly scheduled meetings annually, and at such other times at the call of the Chairperson or on petition of a majority of the members of the Fire Board.
6. The Fire Board shall ensure that all meetings are convened and continued only when there is a quorum of three (3) members present.
7. All Fire Board meetings shall have business conducted by Parliamentary procedure. Copies of all draft minutes of regular and special meetings of the Fire Board are to be promptly submitted to the Councils of each party to this Agreement. Monthly financial statements are to be provided to the Board. Quarterly unaudited Financial Statements, after consideration by the Fire Board, are to be forwarded to the Councils of each party to this Agreement forthwith.
8. By the 30th day of September in each year, the Fire Board shall endeavor to submit in writing to each of the parties hereto a draft budget for the operation of the Department for the following year. Each party hereto shall endeavor to approve such draft budget or an amendment thereof as agreed to by the other parties on or before the 31st day of December in each year for the subsequent year's budget. The methodology of budgeting, whether on an accrual or cash basis, will be determined at a future date once the full implementation of P.S.A.B. (Public Sector Accounting Board regulations) has been completed. Each party hereto agrees to pay the amount required from the municipality for Fire Board purposes as set out in Schedule "B", as billed.
9. It shall be the responsibility of the Fire Board to prepare draft by-laws and formulate policies and procedures for and relating to the administration of the Department and of the Fire Board.
10. The Fire Board shall provide adequate facilities and equipment for the operation of the department.
11. The Fire Board shall be responsible for providing fire protection to areas within the boundary lines as per Schedule "A" attached and forming part of this agreement.
12. The Department shall endeavor to respond as soon as possible to all emergency calls with the defined areas as per Schedule "A" with such apparatus and manpower as per policy established by the Fire Board.

13. All parties to this Agreement shall give such authority as may be necessary, by by-law, to the members of the Department in all matters pertaining to Fire Protection.
14. The Fire Board will arrange, in consultation with the Councils of the parties hereto, for the issue of policies of insurance to protect assets in the case, custody and control of the Fire Board from physical loss or damage, and for protecting the Fire Board, the parties hereto and members of the Department against legal liability resulting from the activities of the Fire Board and the operations of the Department, and to ensure that all policies of insurance provide that all parties to this Agreement are endorsed as additional named insureds as their interest may appear.
15. The parties hereto agree that, for the purpose of the financial terms and commitments of this Agreement, all operating costs incurred by the Department shall be apportioned to the parties of this Agreement according to Schedule "B" which forms part of this Agreement. All capital costs incurred by the Department shall be on a 50/50 basis. Cost sharing between Mulmur and Melancthon Townships for any major upgrades to capital assets shall be on a 50/50 basis unless otherwise directed by the Board by motion. Commencing in 2008, capital expenditures will be reflected on the Consolidated Statement of Financial Position previously known as the Consolidated Balance Sheet. Amortization/Depreciation on capital expenditures will be reflected in the Consolidated Statement of Operations.
16. This agreement shall be in effect when all parties have signed the said Agreement and shall remain in effect until a new Agreement is made.
17. So often as there shall be any dispute between the parties to this Agreement or any of them with respect to any matter contained in this Agreement including, but not limited to, the interpretation of this Agreement, the same shall be submitted to arbitration under the provisions of the Arbitrations Act, 1991, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement. If, for any reason, the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, then the parties hereto shall agree to the selection of a single arbitrator and, in the absence of agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to provisions of the Arbitrations Act, 1991 or pursuant to any successor legislation.
18. In the event that any municipality wishes to cease participating in the Fire Board, they may do so provided that:
 - a) Two (2) years written notice is given to the Fire Board and to the other party. Any written notice given as aforesaid shall terminate this Agreement as of 31 December of the appropriate year.
 - b) Any debt incurred by the municipality for Fire Board purposes, whether through the issue of debentures or any other way, shall remain the responsibility of the participating municipality.
 - c) Any assets, including reserves contributed by the municipality to the Department shall remain the property of the Department.

- d) If the Department is completely dissolved, the realized value of assets are to be split on a 50/50 basis between the two participating municipalities.
 - e) This agreement recognizes the construction of a new fire hall in the year 2003, which was completed in the year 2004. Financing of the construction of the new fire hall was based on equal participation in the capital costs of same.
19. It is agreed that, with respect to matters not dealt with in this Agreement, the Fire Board may formulate policies for and relating to the administration and operation of the Department unless otherwise prohibited by any applicable statute or regulation passed there under.
20. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms hereof.
21. Upon the execution of this Agreement by all parties, any existing Agreements among the parties as amended with respect to fire protection shall forthwith become null and void. In the event that any covenant provision or terms of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail, but the covenant, provision of term shall be deemed to be severable from the remainder of this Agreement, which shall remain in full force and effect mutatis mutandis.

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

TOWNSHIP OF MULMUR



Per: Gordon Montgomery, Mayor

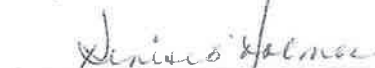


Per: Terry Horner, CAO/Clerk

TOWNSHIP OF MELANCTHON



Per: Debbie Fawcett, Mayor



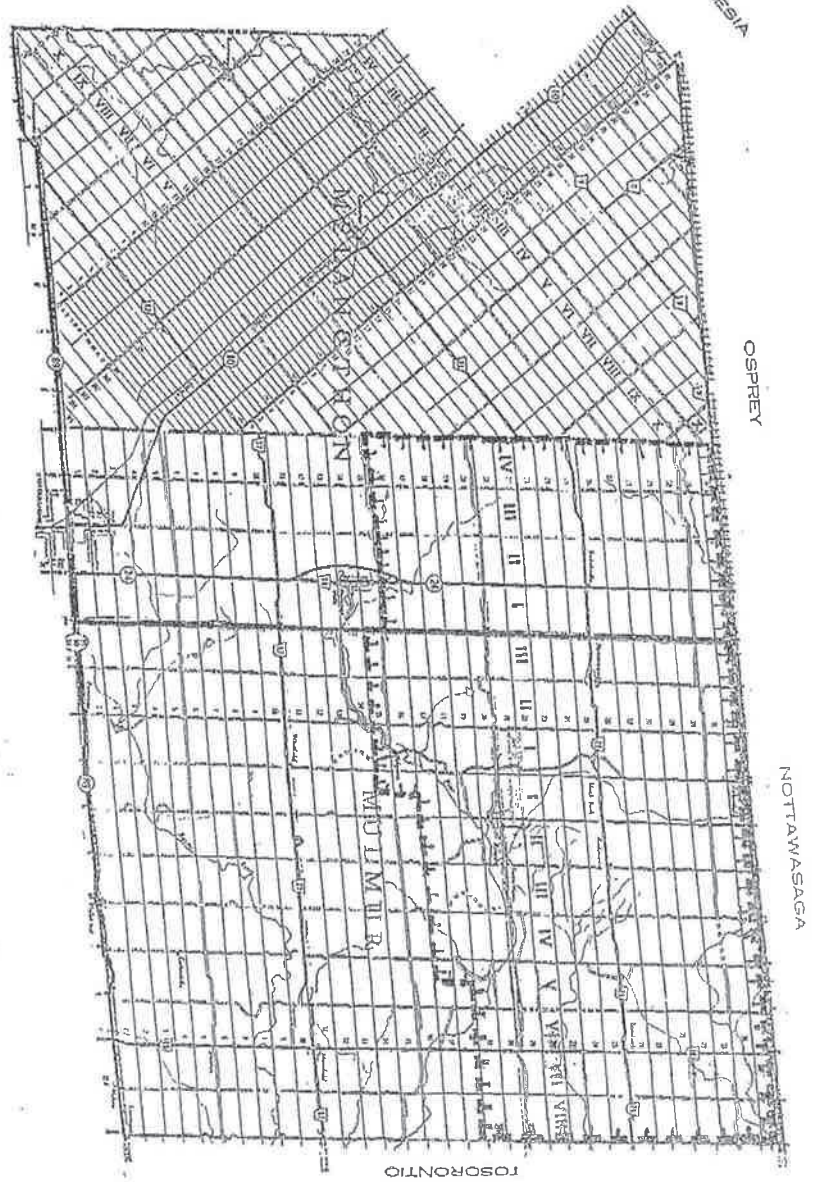
Per: Denise Holmes, CAO/Clerk-Treasurer

SCHEDULE "A"
TO DRAFT MULMUR-MELANCTHON FIRE AGREEMENT
FIRE SERVICE AREA

SCHEDULE "A"
MULMUR-MELANCTHON FIRE AGREEMENT

FIRE SERVICE AREA

PROTON



SCHEDULE "B"
TO MULMUR- MELANCTHON FIRE AGREEMENT

COST SHARING

1. DEFINITIONS:

"Assessment" shall include all taxable residences, taxable commercial and industrial as shown on the previous year's assessment roll, for the current taxation but shall not include exempt assessment.

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

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

2. Operating cost sharing shall be calculated annually by the Treasurer of the Department by taking the data provided by the Clerks from the previous year's assessment roll, for the current taxation, for total assessment and total households, and average fire calls as recorded by the Department for the previous three years and converting each category into an average percentage as in part "3". The combined average percentage shall be used for cost sharing.

3.

Municipality	Assessment	%	Res/Comm Units/Hsholds	%	Fire Calls	%	Combined Average
MULMUR	195,627,250	85.12%	604	79.37%	25.33	61.78%	75.42%
MELANCTHON	34,202,500	14.88%	157	20.63%	15.67	38.22%	24.58%
TOTAL:	229,829,750	100.00%	761	100.00%	41	100.00%	100.00%

4. Capital cost sharing on the construction of the new hall, constructed in 2003, and completed in 2004, was based on an equal 50/50 partnership between the two participating municipalities. Purchase of the land in 2002 known as Lot 42, Plan 39, was split on the existing cost sharing percentage for the year 2002.

5. Capital purchases will be shared on a 50/50 basis subject to the approval of the Board's respective Councils.



August 24, 2023

Matthew Waterfield, Fire Chief
Mulmur Melancthon Fire Department
758070 2nd Line East
Mulmur, ON L9V 0G8

Dear Chief Waterfield,

We are pleased to inform you that your department has been selected to participate in this year's Safe Community Project Assist campaign.

Safe Community Project Assist provides selected fire departments in the Enbridge Gas Inc. (Enbridge Gas) service area with funding for purchasing firefighting and carbon monoxide training materials. Since its inception in 2012, Enbridge Gas has generously contributed over 1.7 million dollars to this campaign.

As a recipient of this year's Safe Community Project Assist campaign, your department will receive a \$5,000 credit at the Fire Marshal's Public Fire Safety Council's (FMPFSC) Distribution Centre to purchase firefighting and carbon monoxide training materials. The funds must be used by December 22, 2023 or any remaining funds will be directed back to the FMPFSC.

In support of this campaign, participating fire departments are asked to:

1. Complete and return the Confirmation of Participation form to the campaign coordinator, Kathy Ash, at kathy.ash@firesafetycouncil.com or fax to 1-866-379-6667 by Friday, September 1, 2023.
2. Collaborate with the campaign coordinator to arrange a media launch and photo opportunity with the fire chief and/or department representatives.
 - Invite local media and your Mayor/Council Members, etc. to attend.
 - The campaign coordinator will schedule the attendance of a representative from Enbridge Gas. A representative from the FMPFSC may also be scheduled to attend, pending availability.
3. Provide information required to complete a media advisory and news release developed by Enbridge Gas.
4. Email your media advisory to local media to invite them to attend the launch. Send them your news release and photo if they do not attend.
5. Email your photo and any local media coverage to kathy.ash@firesafetycouncil.com.
6. Share your photo on your social media sites. Tag Enbridge Gas using @enbridgegas and use the hashtag #ENBfuelingfutures.

Please contact Cathy Wood at cathy.wood@firesafetycouncil.com or 1-866-379-6668 ext. 102 to place your order or for assistance with selecting your training materials. A large variety of

resources are available including products from NFPA, IFSTA, Fire Engineering, Pearson, Jones & Bartlett, Publications Ontario, Action Training and many other recognized publishers of firefighting and carbon monoxide training materials.

Following the return of your Confirmation of Participation form, Kathy Ash will contact you to assist with scheduling your media launch and completing your media advisory and news release. If you have any questions or concerns, please do not hesitate to contact her at kathy.ash@firesafetycouncil.com or by phone at 1-866-379-6668 ext. 105.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jamie Kovacs', with a stylized flourish at the end.

Jamie Kovacs
Executive Director
Fire Marshal's Public Fire Safety Council



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

Email: info@melancthontownship.ca

May 23, 2023

To: County of Dufferin
Town of Grand Valley
Town of Mono
Town of Orangeville
Town of Shelburne
Township of Amaranth
Township of East Garafraxa
Township of Mulmur

Dear Sirs/Madams:

Re: Fire Prevention and Protection Services

At the meeting of Council held on May 18, 2023, the following motion was introduced and passed:

Moved by White, Seconded by Moore

Be it resolved that: "Whereas municipalities are required to provide appropriate, sustainable fire prevention and protection services to its residents;

And Whereas municipalities within Dufferin County rely on fire prevention and protection services from multiple fire services with varying service levels;

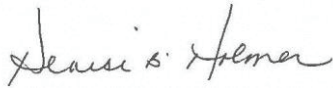
And Whereas avenues for potential collaboration between fire departments and other emergency first responders have not been studied or identified to the eight local tier municipalities;

...2

Therefore be it resolved that Melancthon Township Council request the County of Dufferin engage subject matter experts and support a study on fire prevention and protection services in Dufferin County, and supply a report that details options and recommendations for the appropriate provision of fire prevention and protection services across Dufferin County. And further that funds for the study be taken from the County of Dufferin's emergency management preparedness reserve.

And further that this motion be forwarded to all Dufferin County municipalities, as well as Dufferin County Council for support, and all local tier Fire Department Boards of Management and Advisory Boards for information." **Carried.**

Yours truly,



Denise B. Holmes, AMCT
CAO/Clerk

- c. Grand Valley and District Fire Board of Management
Mulmur Melancthon Fire Board of Management
Orangeville Fire Service Advisory Committee
Shelburne and District Fire Board of Management
Rosemont District Fire Board of Management



COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL
BUREAU DU COMMISSAIRE DES INCENDIES

September 6, 2023

No. 2023-09

Interpretation of s. 6(3) of the *Fire Protection and Prevention Act*

The Office of the Fire Marshal (OFM) has received a number of enquiries from the fire service about fire chiefs' roles and responsibilities with respect to reporting to municipal council. In light of these enquiries, the Fire Marshal has determined that it is appropriate to provide an interpretation of Section 6(3) of the [Fire Protection and Prevention Act, 1997](#) (FPPA).

Section 6(1) of the FPPA stipulates that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities shall appoint a fire chief for the fire department.

Section 6(3) of the FPPA then specifies the relationship between the fire chief and council as follows:

Responsibility to council

6(3) A fire chief is the person who is ultimately responsible to the council of a municipality that appointed him or her for the delivery of fire protection services.

While a municipality may choose to have the fire chief report through an administrative organizational structure, the fire chief remains accountable directly and individually to council for all aspects of fire safety and the delivery of fire protection services within the municipality.

It is also important that any consideration of these matters be risk-based, as communities are required under [O. Reg. 378/18: Community Risk Assessments](#) to use their community risk assessments to inform decisions about the provision of fire protection services by no later than July 1, 2024.

If you have any questions, please speak with your Fire Protection Adviser.