



# SHELBURNE & DISTRICT FIRE BOARD

## AGENDA

April 6, 2021

### **7:00 pm Electronic Meeting - Zoom ID 884 8764 1984**

1. Opening of Meeting
2. Additions or Deletions to Agenda
3. Approval of Agenda
4. Approval of Minutes – February 2, 2021
5. Disclosure of Pecuniary Interest
6. Public Question Period (15 min)
7. **Delegations / Deputations:**
  - 7.1 Michelle Adams, Senior Accountant, RLB
8. **Unfinished Business:**
  - 8.1 2019 Operating Budget Surplus
  - 8.2 Township of Mulmur – Budget Approval
  - 8.3 Closed Session
9. **New Business:**
  - 9.1 Draft Financial Statements – RLB
  - 9.2 2020 Operating Budget Surplus
  - 9.3 Dufferin County Rescue Calls Policy
  - 9.4 2021 Grant Applications
  - 9.5 Ontario Fire College Training Modernization
  - 9.6 Set Up E-Transfer Payments
  - 9.7 Town of Shelburne Resolution – Dufferin County Service Delivery Review
10. **Chief's Report:**
  - 10.1 Monthly Reports – (February & March 2021)
  - 10.2 Update from Fire Chief
11. **Future Business:**
  - 11.1 Annual Report
12. Accounts & Payroll – (February & March 2021)
13. Confirming Motion; Adjournment & Next Meeting Date



## **SHELburne & DISTRICT FIRE BOARD**

February 2, 2021

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 879 6778 2435) on the above mentioned date at 7:00 P.M.

### **Present**

As per attendance record.

### 1. **Opening of Meeting**

1.1 Secretary-Treasurer, Nicole Hill, called meeting to order at 7:05 pm.

### **Appointments of:**

#### 2.1 **Resolution # 1**

Moved by F. Nix – Seconded by S. Martin

#### **BE IT RESOLVED THAT:**

As required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2021:

Chairperson: Walter Benotto

**Carried**

#### 2.2 **Resolution # 2**

Moved by J. Horner – Seconded by M. Mercer

#### **BE IT RESOLVED THAT:**

Although not required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2021:

Vice-Chairperson: Fred Nix

**Carried**

#### 2.3 **Resolution # 3**

Moved by F. Nix

**BE IT RESOLVED THAT:**

As required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2021:

Secretary-Treasurer: Nicole Hill

**Carried**

2.4 **Resolution # 4**

Moved by W. Hannon – Seconded by S. Martin

**BE IT RESOLVED THAT:**

As required by paragraph 2 and 3 of the Agreement dated October 15<sup>th</sup>, 1991, the Shelburne and District Fire Department Joint Board of Management do hereby appoint the following officer(s) of the Board for the year 2021:

Auditors: RLB, LLP

**Carried**

3. **Additions or Deletions**

None.

4. **Approval of Agenda**

4.1 **Resolution # 5**

Moved by S. Hall – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Board of Management approves the agenda as presented.

**Carried**

5. **Approval of Minutes**

5.1 **Resolution # 6**

Moved by S. Hall – Seconded by J. Horner

**BE IT RESOLVED THAT:**

The Board of Management adopt the minutes under the date of December 1, 2020 as circulated.

**Carried**

6. **Pecuniary Interest**

6.1 No pecuniary interest declared.

7. **Public Question Period**

7.1 No public present.

8. **Delegations / Deputations**

8.1 No delegations present.

9. **New Business**

9.1 **Closed Session**

**Resolution # 7**

Moved by J. Horner – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Shelburne & District Fire Board do now go “in camera” to discuss the following: Personal matters about an identifiable individual, including municipal or local board employees.

**Carried**

**Resolution # 8**

Moved by S. Hall – Seconded by J. Horner

We do now rise and report progress at 7:47 pm.

**Carried**

10. **Unfinished Business**

Nothing at this time.

11. **Chief's Report**

11.1 **Monthly Reports (December 2020 & January 2021)**

There was a total of 13 incidents for the month of December and 19 incidents for the month of January.

11.2 **Update from the Fire Chief**

The Chief advised that there are currently 11 inspections in progress or completed. Hoping to restart weekly training with a new scheduling protocol in February.

Participated in 12 Days of Holiday Fire Safety with Country 105. Organized with Community Safety Net for delivery of Children's Safety Manual and Farm Safety Manual sponsored by local businesses.

Rescue truck replacement committee has met when possible; 2 vendors have provided demonstrations. A used truck was assessed and dismissed based on advice from mechanic and experienced operators.

Presentation to Capt. Hardick of his 25 year Provincial Medal.

**Resolution # 9**

Moved by G. Little – Seconded by F. Nix

BE IT RESOLVED THAT:

The Shelburne & District Fire Board donates \$500.00 to the GoFundMe set up for Jamie Dempster.

**Carried**

12. **Future Business:**

12.1 Annual Audit

13. **Accounts & Payroll – December 2020 & January 2021**

13.1 **Resolution # 10**

Moved by F. Nix – Seconded by H. Foster

**BE IT RESOLVED THAT:**

The bills and accounts in the amount of \$61,723.15 for the period of November 29, 2020 to January 28, 2021 as presented and attached be approved for payment.

**Carried**

14. **Confirming and Adjournment**

14.1 **Resolution # 11**

Moved by M. Mercer – Seconded by G. Little

**BE IT RESOLVED THAT:**

All actions of the Board Members and Officers of the Shelburne and District Fire Board of Management, with respect to every matter addressed and/or adopted by the Board on the above date are hereby adopted, ratified and confirmed; And each motion, resolution and other actions taken by the Board Members and Officers at the meeting held on the above date are hereby adopted, ratified and confirmed.

**Carried**

13.2 **Resolution # 12**

Moved by J. Horner – Seconded by F. Nix

**BE IT RESOLVED THAT:**

The Board of Management do now adjourn at 8:27 pm to meet again on March 2, 2021 at 7:00 pm or at the call of the Chair.

**Carried**

Respectfully submitted by:

Approved:

\_\_\_\_\_

\_\_\_\_\_

Nicole Hill  
Secretary-Treasurer

Walter Benotto  
Chairperson

## SHELBURNE & DISTRICT FIRE BOARD MEMBERS

Meeting Attendance Record Under Date of February 2, 2021

<b>Municipality / Member</b>	<b>Present</b>	<b>Absent</b>
<b>Township of Amaranth</b>		
Heather Foster	X	
Gail Little	X	
<b>Town of Mono</b>		
Sharon Martin	X	
Fred Nix	X	
<b>Township of Melancthon</b>		
Wayne Hannon	X	
Margaret Mercer	X	
<b>Town of Shelburne</b>		
Walter Benotto	X	
Shane Hall	X	
<b>Township of Mulmur</b>		
Earl Hawkins	X	
Janet Horner	X	
<b>Staff</b>		
Ralph Snyder – Fire Chief	X	
Jeff Clayton – Deputy Chief		X
Nicole Hill – Sec/Treas.	X	



February 11, 2021

Shelburne & District Fire Board  
Nicole Hill, Secretary/Treasurer  
114 O'Flynn Street  
Shelburne ON L9V 2W9  
[nhill@sdfd.ca](mailto:nhill@sdfd.ca)

Dear Nicole,

**Re: Approval of 2021 Budget – Shelburne District Fire Board**

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At the meeting held on February 3, 2021, Council of the Township of Mulmur passed the following:

THAT Mulmur Township Council approves the Shelburne & District Fire Department total net operating budget and total capital levy budget for 2021 in the amounts of 566,764.00 and \$185,000.00 respectively.

If you have any questions, please do not hesitate to contact the office.

Respectfully,

*Tracey Atkinson*  
Tracey Atkinson  
CAO/Planner



**SHELBURNE & DISTRICT FIRE DEPARTMENT  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

DRAFT

# **SHELBURNE & DISTRICT FIRE DEPARTMENT**

## **INDEX TO THE FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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To the Joint Board of Management of Shelburne & District Fire Department

We have reviewed the accompanying financial statements of Shelburne & District Fire Department that comprise the statement of financial position as at December 31, 2020 and the statements of operations, changes in net financial assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Practitioner's Responsibility**

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of the financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### **Conclusion**

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Shelburne & District Fire Department as at December 31, 2020 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Guelph, Ontario  
April 6, 2021

Chartered Professional Accountants  
Licensed Public Accountants

**SHELBURNE & DISTRICT FIRE DEPARTMENT**

**STATEMENT OF FINANCIAL POSITION**

**AS AT DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2020</b>	<b>2019</b>
<b>FINANCIAL ASSETS</b>		
Cash	\$ 666,144	\$ 466,918
Accounts receivable	<u>104,687</u>	<u>89,473</u>
	<u>770,831</u>	<u>556,391</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	<u>15,275</u>	<u>43,548</u>
<b>NET FINANCIAL ASSETS</b>	<u>755,556</u>	<u>512,843</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 5)	<u>1,101,444</u>	<u>1,204,321</u>
<b>ACCUMULATED SURPLUS</b> (schedule 1)	<u>\$ 1,857,000</u>	<u>\$ 1,717,164</u>

**SHELBURNE & DISTRICT FIRE DEPARTMENT**

**STATEMENT OF OPERATIONS**

**FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2020 Budget</b>	<b>2020 Actual</b>	<b>2019 Actual</b>
<b>REVENUES</b>			
Town of Shelburne	\$ 394,874	\$ 394,874	\$ 359,965
Township of Melancthon	108,891	108,891	101,192
Township of Amaranth	97,516	97,516	95,232
Town of Mono	73,046	73,046	66,766
Township of Mulmur	<u>65,878</u>	<u>65,878</u>	<u>59,352</u>
	<u>740,205</u>	<u>740,205</u>	<u>682,507</u>
Firefighting fees	45,000	34,175	35,773
Inspection and miscellaneous	5,000	14,996	24,977
Interest income	500	2,341	4,661
Gain on disposal of asset	<u>0</u>	<u>0</u>	<u>30,045</u>
	<u>50,500</u>	<u>51,512</u>	<u>95,456</u>
	<u>790,705</u>	<u>791,717</u>	<u>777,963</u>
<b>EXPENSES</b>			
Firefighter salaries and benefits	374,770	303,771	309,815
Amortization	0	150,376	147,066
Materials, supplies, services	50,050	30,961	35,567
Insurance	13,000	30,104	18,119
Communication equipment	23,300	27,558	12,395
Vehicle maintenance	36,800	26,434	22,362
Utilities	22,500	20,404	21,562
Secretarial services	18,600	17,566	17,152
Training	20,000	9,864	10,264
Legal and accounting fees	5,000	9,646	2,951
Equipment maintenance and purchases	24,500	9,365	11,095
Bad debts	0	5,170	12,968
Fire prevention	6,000	4,543	2,604
Telephone	4,400	3,611	4,810
Licence and membership fees	1,525	1,794	1,700
Bank charges and interest	1,260	714	700
Conventions and conferences	<u>4,000</u>	<u>0</u>	<u>1,766</u>
	<u>605,705</u>	<u>651,881</u>	<u>632,896</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 185,000</u>	139,836	145,067
<b>ACCUMULATED SURPLUS, beginning of year</b>		<u>1,717,164</u>	<u>1,572,097</u>
<b>ACCUMULATED SURPLUS, end of year</b>		<u>\$ 1,857,000</u>	<u>\$ 1,717,164</u>

**SHELBURNE & DISTRICT FIRE DEPARTMENT**  
**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
**FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2020 Actual</b>	<b>2019 Actual</b>
Annual surplus	\$ <u>139,836</u>	\$ <u>145,067</u>
Acquisition of tangible capital assets	(47,499)	(73,933)
Amortization	150,376	147,066
(Gain) loss on disposal of asset	0	(30,045)
Proceeds on disposal of assets	<u>0</u>	<u>44,562</u>
	<u>102,877</u>	<u>87,650</u>
<b>INCREASE IN NET FINANCIAL ASSETS</b>	242,713	232,717
<b>NET FINANCIAL ASSETS, beginning of year</b>	<u>512,843</u>	<u>280,126</u>
<b>NET FINANCIAL ASSETS, end of year</b>	<u>\$ 755,556</u>	<u>\$ 512,843</u>

**SHELBURNE & DISTRICT FIRE DEPARTMENT****STATEMENT OF CASH FLOWS****FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2020</b>	<b>2019</b>
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Annual surplus	\$ 139,836	\$ 145,067
Amortization	150,376	147,066
Gain on disposal of asset	<u>0</u>	<u>(30,045)</u>
	<u>290,212</u>	<u>262,088</u>
Net changes in non-cash working capital		
Accounts receivable	(15,214)	(50,683)
Accounts payable and accrued liabilities	<u>(28,273)</u>	<u>30,668</u>
	<u>(43,487)</u>	<u>(20,015)</u>
	<u>246,725</u>	<u>242,073</u>
<b>CASH PROVIDED BY (USED IN) CAPITAL ACTIVITIES</b>		
Acquisition of tangible capital assets	(47,499)	(73,933)
Proceeds on disposal of tangible capital assets	<u>0</u>	<u>44,562</u>
	<u>(47,499)</u>	<u>(29,371)</u>
<b>NET INCREASE IN CASH</b>	199,226	212,702
<b>CASH, beginning of year</b>	<u>466,918</u>	<u>254,216</u>
<b>CASH, end of year</b>	<u>\$ 666,144</u>	<u>\$ 466,918</u>

## SHELBURNE & DISTRICT FIRE DEPARTMENT

### NOTES TO THE FINANCIAL STATEMENTS

#### FOR THE ENDED DECEMBER 31, 2020

(Unaudited - See Independent Practitioner's Review Engagement Report)

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#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Shelburne & District Fire Department are the representation of management prepared in accordance with accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Summarized below are the significant accounting policies:

(a) Acknowledgement of Responsibility

The management of Shelburne & District Fire Department acknowledges its responsibility for the creation and compilation of the financial statements and the following significant accounting policy decisions and related policy notes.

(b) Basis of Consolidation

These statements reflect the assets, liabilities, sources of financing and expenditures of the revenue fund, reserve fund and capital fund of the Shelburne & District Fire Department. All interfund assets and liabilities and sources of financing and expenditures have been eliminated. The operations of the joint board are to be consolidated in the Financial Report of the five participating municipalities on a proportionate basis.

(c) Basis of Accounting

- i) Sources of financing and expenditures are reported on the accrual basis of accounting. The interest charges are not accrued for the periods from the dates of the latest instalment payments to the end of the fiscal year.
- ii) The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(d) Credit Risk Management

The organization is exposed to credit risk on the accounts receivable from insurance companies. It does not have significant exposure to any individual customer or counterpart.

(e) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Change in Net Financial Assets for the year.



# SHELBURNE & DISTRICT FIRE DEPARTMENT

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE ENDED DECEMBER 31, 2020

(Unaudited - See Independent Practitioner's Review Engagement Report)

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### (f) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. The cost, less the residual value of the tangible capital assets, are amortized on a straight-line basis over their estimated useful lives as follows:

Vehicles	10 - 15 years
Equipment - communication	6 - 10 years
Equipment - firehall	15 - 25 years
Equipment - firefighters	10 - 15 years
Equipment - fire trucks	10 years

Full amortization is charged in the year of acquisition and no amortization is recorded in the year of disposal.

The organization has established a \$2,500 capitalization threshold for all items with the exception of pooled assets. Assets purchased below this threshold are expensed in the statement of operations in the year of purchase. Assets under construction are not amortized until the asset is available for active service to the department.

### 2. USE OF ESTIMATES

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Significant estimates made by management include the useful lives of tangible capital assets. Actual results could differ from those estimates.

### 3. RESERVE FUNDS

The balance of the accumulated surplus included in the statement of financial position includes assets that have been specifically restricted by the board of directors as follows:

	2020	2019
Capital reserve fund balance consists of:		
Cash	\$ 335,620	\$ 207,829
Due from Operating Fund	<u>349,459</u>	<u>203,783</u>
	<u>\$ 685,079</u>	<u>\$ 411,612</u>

### 4. OPERATIONS

On October 15, 1991, the Town of Shelburne, Township of Amaranth, Township of Melancthon, Town of Mono and Township of Mulmur signed an agreement to officially form a joint fire fighting department. Operations of the Shelburne & District Fire Department commenced on January 1, 1992. The department is managed by a 10 member board known as the Shelburne & District Fire Department Joint Board of Management. Two members have been appointed from each participating municipality to the Fire Department Joint Board of Management.

**SHELBURNE & DISTRICT FIRE DEPARTMENT**

**NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

**4. OPERATIONS (continued)**

Annual capital, operating and administration costs of the department are shared on a combined average of fire calls for the previous three years, the total assessment for the previous year, and the total households of the previous year of each participating municipality as follows:

	<b>2020</b>	<b>2019</b>
Town of Shelburne	53.35%	52.74%
Township of Melancthon	14.71%	14.83%
Township of Amaranth	13.17%	13.95%
Town of Mono	9.87%	9.78%
Township of Mulmur	<u>8.90%</u>	<u>8.70%</u>
	<u>100.00%</u>	<u>100.00%</u>

**5. TANGIBLE CAPITAL ASSETS**

	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net 2020</b>	<b>Net 2019</b>
Vehicles	\$ 2,076,832	\$ 1,258,312	\$ 818,520	\$ 923,644
Equipment - communication	108,838	81,933	26,905	26,581
Equipment - firehall	41,521	17,361	24,160	14,392
Equipment - firefighters	303,607	126,429	177,178	180,912
Equipment - fire trucks	<u>179,336</u>	<u>124,655</u>	<u>54,681</u>	<u>58,792</u>
	<u>\$ 2,710,134</u>	<u>\$ 1,608,690</u>	<u>\$ 1,101,444</u>	<u>\$ 1,204,321</u>

**6. CONTINGENCIES**

A lawsuit has been filed against the organization for an incident which arose in the ordinary course of business. It is management's belief that the liability arising from the claim will be covered by insurance.

**SHELBURNE & DISTRICT FIRE DEPARTMENT**

**SCHEDULE OF ACCUMULATED SURPLUS**

**FOR THE ENDED DECEMBER 31, 2020**

(Unaudited - See Independent Practitioner's Review Engagement Report)

	<b>2020</b>	<b>2019</b>
<b>SURPLUSES</b>		
Surplus from general fund operations	\$ 24,477	\$ 55,231
Invested in capital assets	<u>1,101,444</u>	<u>1,204,321</u>
	<u>1,125,921</u>	<u>1,259,552</u>
<b>RESERVES</b>		
Capital reserve	685,079	411,612
Operating reserve	<u>46,000</u>	<u>46,000</u>
	<u>731,079</u>	<u>457,612</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<b><u>\$ 1,857,000</u></b>	<b><u>\$ 1,717,164</u></b>

DRAFT

**Shelburne & District Fire Department  
C/O TOWN OF SHELBURNE MUNICIPAL OFFICE  
203 MAIN STREET EAST  
SHELBURNE, ONTARIO  
L9V 3K7**

April 6, 2021

RLB LLP  
197 Hanlon Creek Blvd., Unit 103  
Guelph, Ontario  
N1C 0A1

Dear RLB LLP:

We are providing this letter in connection with your review of the financial statements of Shelburne & District Fire Department (the "organization") as of December 31, 2020 for the year then ended for the purpose of expressing a conclusion as to whether such financial statements present fairly, in all material respects, the financial position and results of operations of the organization in accordance with Canadian public sector accounting standards.

Certain representations in this letter are described as being limited to those matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement.

In making the representations outlined below, we took the time necessary to appropriately inform ourselves on the subject matter through inquiries of organization personnel with relevant knowledge and experience, and, where appropriate, by inspecting supporting documentation.

In connection with your review of the financial statements referred to above, we confirm, to the best of our knowledge and belief, as of the date of signing this letter, which coincides with the date of your review report, the following representations made to you during your review:

**Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the review engagement letter dated February 9, 2021, for the preparation of the financial statements in accordance with Canadian public sector accounting standards; in particular, the financial statements are fairly presented in accordance therewith and approve them on the date of this letter, noted below.
2. The nature of all material measurement uncertainties has been appropriately disclosed in the financial statements, including all estimates where it is reasonably possible that the estimate will change in the near term and the effect of the change could be material to the financial statements.

3. We believe that the significant assumptions used in arriving at the fair values of financial instruments, as measured and disclosed in the financial statements, are reasonable and appropriate in the circumstances.
4. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Canadian public sector accounting standards.
5. All events subsequent to the date of the financial statements, and for which Canadian public sector accounting standards require adjustment or disclosure, have been adjusted or disclosed.
6. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter. See Appendix B.
7. We reviewed, approved and recorded all of your proposed adjustments (except for uncorrected misstatements) to our accounting records. This includes journal entries, changes to account coding, classification of certain transactions and preparation of, or changes to, certain accounting records. See Appendix A
8. Management or those charged with governance have accepted responsibility for the financial statements, including the related notes.
9. The selection and application of accounting policies are appropriate.

**Information Provided**

10. We have provided you with:
  - (i) Access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
  - (ii) Additional information that you have requested from us for the purpose of the review; and
  - (iii) Unrestricted access to persons within the organization from whom you determined it necessary to obtain review evidence.
11. All transactions have been recorded in the accounting records and are reflected in the financial statements. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
12. We have disclosed to you significant facts relating to any fraud or suspected fraud known to us that may have affected the organization.
13. We have informed you of all outstanding and possible claims, whether or not they have been discussed with legal counsel.

14. We have disclosed to you material commitments, contractual obligations or contingencies that have affected or may affect the organization's financial statements, including disclosures.
15. We have disclosed to you material non-monetary transactions or transactions for no consideration undertaken by the organization in the financial reporting period under consideration.
16. We have disclosed to you all known or possible instances of non-compliance or suspected non-compliance with laws and regulations for which the effects of non-compliance impact the financial statements.
17. We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.
18. We have made available to you all relevant information on the organization's ability to continue as a going concern that could affect the financial statements, including the recoverability or classification of recorded assets or the amounts and classification of liabilities. The use of the going-concern assumption is appropriate and the organization will be able to realize the carrying value of its assets and discharge its liabilities in the normal course of business. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in these financial statements.
19. Under the applicable financial reporting framework, the following have been recognized, measured, presented or disclosed in accordance with that framework:
  - (i) All liabilities and contingencies, including those associated with guarantees, whether written or oral;
  - (ii) Title to, or control over, all assets, the liens or encumbrances on assets, and assets pledged as collateral; and
  - (iii) Compliance with all aspects of laws, regulations and contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
20. In relation to the Novel Coronavirus (COVID-19) benefits that we have applied for, we confirm the following:
  - (i) All information included in the application is true and complete, and is not false or misleading, to the best of our knowledge.
  - (ii) Although the annual financial performance may be materially correct, for the purposes of the benefit calculations that are based on monthly financial results, we have not manipulated financial results to qualify for a particular benefit or qualify for a higher benefit.

- (iii) We have reviewed the underlying legislation to determine our eligibility for each benefit that is available.
- (iv) Where we have engaged you to prepare and/or apply for a benefit on our behalf, we have provided you with true and complete information and we have reviewed the application that you have prepared and/or filed for us.
- (v) We take full responsibility for the result of our applications, including and not limited to, the underlying calculation of the benefits, the source of information that determines the calculation of the benefit, any potential repayments required, as well as interest or penalties assessed.

Yours truly,

**SHELBURNE & DISTRICT FIRE DEPARTMENT**

Per:

\_\_\_\_\_  
Nicole Hill

The financial statements have been approved on \_\_\_\_\_.

**Shelburne & District Fire Department**

Year End: December 31, 2020

Appendix A - Adjusting journal entries

Date: 1/1/2020 To 12/31/2020

**RL - A**

<b>Prepared by</b> CML 2/4/2021	<b>Reviewed by</b>	<b>Manager Review</b> MPS 3/1/2021
<b>Partner Review</b> MDPS 3/18/2021	<b>Admin Review</b>	

Number	Date	Name	Account No	Debit	Credit
1	12/31/2020	ACCOUNTS RECEIVABLE	01-1000-3000	370,102.47	
1	12/31/2020	TOWN OF MONO	01-3000-0100		36,523.22
1	12/31/2020	TOWNSHIP OF AMARANTH	01-3000-0200		48,757.75
1	12/31/2020	TOWNSHIP OF MELANCTHON	01-3000-0300		54,445.30
1	12/31/2020	TOWNSHIP OF MULMUR	01-3000-0400		32,938.95
1	12/31/2020	TOWN OF SHELBURNE	01-3000-0450		197,437.25
To record client prepared entry to correct 1st and 4th quarter accounts receivable.					
2	12/31/2020	ACCOUNTS RECEIVABLE	01-1000-3000	20,140.04	
2	12/31/2020	M.T.O./COUNTY FIRE CALLS	01-3000-0800		3,947.20
2	12/31/2020	INSURANCE/FALSE ALARM FIRE CALLS	01-3000-0900		4,675.00
2	12/31/2020	PROTECTIVE CLOTHING/UNIFORMS	01-4200-0500		8,027.06
2	12/31/2020	NEW EQUIPMENT ACQUISITION	01-4200-1800		2,025.02
2	12/31/2020	FF Association Expenses	01-4200-1860		1,465.76
To record client prepared entry to accrue 2020 receivables.					
3	12/31/2020	SURPLUS (DEFICIT)	01-2900-0000		5,431.03
3	12/31/2020	SURPLUS (DEFICIT)	01-2900-0000	89.92	
3	12/31/2020	ACCOUNTS PAYABLE TRADE	01-2900-1000	5,431.03	
3	12/31/2020	BANK SERVICE CHARGES	01-4200-1700	11.76	
3	12/31/2020	BANK SERVICE CHARGES	01-4200-1700		89.92
3	12/31/2020	INTEREST ON TEMPORARY LOANS	01-4200-2000		11.76
To reconcile retained earnings.					
4	12/31/2020	DUE FROM TOWN OF SHELBURNE	01-1000-1500		44,561.79
4	12/31/2020	ACCOUNTS RECEIVABLE	01-1000-3000	970.00	
4	12/31/2020	ACCOUNTS RECEIVABLE	01-1000-3000		2,660.00
4	12/31/2020	ACCOUNTS RECEIVABLE	01-1000-3000		1,455.00
4	12/31/2020	M.T.O./COUNTY FIRE CALLS	01-3000-0800		970.00
4	12/31/2020	M.T.O./COUNTY FIRE CALLS	01-3000-0800	4,115.00	
4	12/31/2020	INSURANCE/FALSE ALARM FIRE CALLS	01-3000-0900	44,561.79	
To reconcile accounts receivable.					
5	12/31/2020	BANK - OPERATING	01-1000-1030	3,382.09	
5	12/31/2020	ACCOUNTS PAYABLE TRADE	01-2900-1000		3,382.09
To reverse void cheque per client.					
6	12/31/2020	BANK - OPERATING	01-1000-1030	2,635.37	
6	12/31/2020	ACCOUNTS PAYABLE TRADE	01-2900-1000		2,635.37



**Shelburne & District Fire Department**

**RL - A-1**

Year End: December 31, 2020

Appendix A - Adjusting journal entries

Date: 1/1/2020 To 12/31/2020

Prepared by CML 2/4/2021	Reviewed by	Manager Review MPS 3/1/2021
Partner Review MDPS 3/18/2021	Admin Review	

Number	Date	Name	Account No	Debit	Credit
To reverse recording of cheques which were not written until January 2021.					
7	12/31/2020	ACCOUNTS PAYABLE TRADE	01-2900-1000	7,500.00	
7	12/31/2020	INSURANCE	01-4200-1100		7,500.00
To reverse duplicate insurance deductible entry to reconcile payables.					
8	12/31/2020	ACCOUNTS PAYABLE TRADE	01-2900-1000		3,043.06
8	12/31/2020	BENEFITS (MANULIFE)	01-4200-0200	3,043.06	
To record Q4 WSIB as payable at December 31, 2020					
9	12/31/2020	DUE FROM REVENUE FUND	01-1000-1600		138,750.00
9	12/31/2020	DUE FROM REVENUE FUND	01-1000-1600	46,250.00	
9	12/31/2020	DUE FROM REVENUE FUND	01-1000-1600	8,500.00	
9	12/31/2020	DUE FROM REVENUE FUND	01-1000-1600	600.00	
9	12/31/2020	DUE FROM REVENUE FUND	01-1000-1600	90,325.93	
9	12/31/2020	DUE TO RESERVE FUND	01-2900-2000	138,750.00	
9	12/31/2020	DUE TO RESERVE FUND	01-2900-2000		46,250.00
9	12/31/2020	DUE TO RESERVE FUND	01-2900-2000		8,500.00
9	12/31/2020	DUE TO RESERVE FUND	01-2900-2000		600.00
9	12/31/2020	DUE TO RESERVE FUND	01-2900-2000		90,325.93
9	12/31/2020	EQUITY - CAPITAL BANK ACCOUNT	01-2900-5500		46,250.00
9	12/31/2020	EQUITY - CAPITAL BANK ACCOUNT	01-2900-5500		600.00
9	12/31/2020	TRANSFER TO CAPITAL	01-4200-1910	46,250.00	
9	12/31/2020	INTEREST ON TEMPORARY LOANS	01-4200-2000	600.00	
To reconcile due to/from reserve.					
10	12/31/2020	ACCOUNTS RECEIVABLE	01-1000-3000		5,170.00
10	12/31/2020	BAD DEBT EXPENSE	01-4200-2500	5,170.00	
To adjust uncollectible receivables to bad debt.					
11	12/31/2020	HEALTH & SAFETY EXPENSES	01-4100-1200		422.70
11	12/31/2020	COMMUNICATION EQUIPMENT	01-4100-1800		5,940.55
11	12/31/2020	PROTECTIVE CLOTHING/UNIFORMS	01-4200-0500		7,799.20
11	12/31/2020	PROTECTIVE CLOTHING/UNIFORMS	01-4200-0500		3,180.00
11	12/31/2020	PROTECTIVE CLOTHING/UNIFORMS	01-4200-0500		2,525.68
11	12/31/2020	PROTECTIVE CLOTHING/UNIFORMS	01-4200-0500		4,391.53
11	12/31/2020	TRUCK OPS & MAINT - CAR 21	01-4200-1010		3,045.68
11	12/31/2020	NEW EQUIPMENT ACQUISITION	01-4200-1800		2,619.05
11	12/31/2020	NEW EQUIPMENT ACQUISITION	01-4200-1800		2,520.58
11	12/31/2020	NEW EQUIPMENT ACQUISITION	01-4200-1800		3,044.21
11	12/31/2020	TCA - VEHICLES	01-5000-1000	3,045.68	

**Shelburne & District Fire Department**

**RL - A-2**

Year End: December 31, 2020

Appendix A - Adjusting journal entries

Date: 1/1/2020 To 12/31/2020

<b>Prepared by</b> CML 2/4/2021	<b>Reviewed by</b>	<b>Manager Review</b> MPS 3/1/2021
<b>Partner Review</b> MDPS 3/18/2021	<b>Admin Review</b>	

Number	Date	Name	Account No	Debit	Credit
11	12/31/2020	TCA - COMMUNICATION EQUIPMENT	01-5000-1500	5,940.55	
11	12/31/2020	TCA - EQUIPMENT - FIREFIGHTER GEAR	01-5000-2500	20,938.16	
11	12/31/2020	TCA - EQUIPMENT - TRUCKS	01-5000-3000	5,564.79	
To capitalize tangible capital asset acquisitions.					
12	12/31/2020	Amortization	9000	150,375.59	
12	12/31/2020	TCA - ACCUM - VEHICLES	01-6000-1000		108,170.37
12	12/31/2020	TCA - ACCUM - COMMUNICATION EQUIP	01-6000-1500		5,616.33
12	12/31/2020	TCA - ACCUM - FIRE HALL	01-6000-2000		2,239.77
12	12/31/2020	TCA - ACCUM - EQUIPMENT - FIREFIGHT	01-6000-2500		24,672.96
12	12/31/2020	TCA - ACCUM - TRUCKS	01-6000-3000		9,676.16
To record amortization for the year.					
13	12/31/2020	DUE FROM FEDERAL GOV'T (HST)	01-1000-2000		336.41
13	12/31/2020	ACCOUNTS PAYABLE TRADE	01-2900-1000	3,382.09	
13	12/31/2020	TRUCK OPS & MAINT - CAR 21	01-4200-1010		3,045.68
To reverse duplicate expense.					
				<b>987,675.32</b>	<b>987,675.32</b>
<b>Net Income (Loss)</b>			<b>139,834.30</b>		

**Shelburne & District Fire Department**  
 Year End: December 31, 2020  
 Appendix B - Schedule of unadjusted misstatements

<b>Prepared by</b> CML 2/4/2021	<b>Reviewed by</b>	<b>Manager Review</b> MPS 3/1/2021
<b>Partner Review</b> MDPS 3/18/2021	<b>Admin Review</b>	

Refno	Description	Assets	Liabilities	Equity	Income	Expenses	Annotation
<b>Unrecorded - factual</b>							
U0	To reverse the effects of PY SUDS	1,300.00	0.00	0.00	(1,300.00)	0.00	
U1	To reverse staledated cheques.	0.00	0.00	0.00	0.00	0.00	
U2	To accrue 2020 EHT payable.	(3,159.93)	0.00	0.00	3,159.93	0.00	
U3	To adjust OMERS payable to actual	1,158.56	0.00	0.00	(1,158.56)	0.00	
U4	To record difference between PY	2,262.01	0.00	0.00	(2,262.01)	0.00	
		<u>1,560.64</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,560.64)</u>	<u>0.00</u>	
	<b>Understated/(Overstated)</b>	<b><u>1,560.64</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(1,560.64)</u></b>	<b><u>0.00</u></b>	

**Shelburne & District Fire Department**

Year End: December 31, 2020

Trial Balance

Prepared by MA 2/19/2021	Reviewed by	Manager Review MPS 3/1/2021
Partner Review MDPS 3/18/2021	Admin Review	

Account	Prelim	Adj's	Reclass	Rep	Rep 12/19	Amount Chg	%Chg
01-1000-1030 BANK - OPERATING	324,506.16	6,017.46	0.00	330,523.62	259,088.88	71,434.74	28
01-1000-1040 BANK - CAPITAL	335,620.16	0.00	0.00	335,620.16	207,829.19	127,790.97	61
<b>A Cash</b>	<b>660,126.32</b>	<b>6,017.46</b>	<b>0.00</b>	<b>666,143.78</b>	<b>466,918.07</b>	<b>199,225.71</b>	<b>43</b>
01-1000-1500 DUE FROM TOWN OF SHELBURNE	44,561.79	(44,561.79)	0.00	0.00	44,561.79	(44,561.79)	(100)
01-1000-2000 DUE FROM FEDERAL GOV'T (HST)	13,928.11	(336.41)	0.00	13,591.70	11,695.78	1,895.92	16
01-1000-2500 DUE FROM S.D.F. ASSOCIATION	60.06	0.00	0.00	60.06	60.06	0.00	0
01-1000-3000 ACCOUNTS RECEIVABLE	(290,954.36)	381,927.51	0.00	90,973.15	33,092.97	57,880.18	175
01-1000-4000 PREPAID EXPENSE	62.50	0.00	0.00	62.50	62.50	0.00	0
<b>C Accounts receivable</b>	<b>(232,341.90)</b>	<b>337,029.31</b>	<b>0.00</b>	<b>104,687.41</b>	<b>89,473.10</b>	<b>15,214.31</b>	<b>17</b>
01-5000-1000 TCA - VEHICLES	2,073,786.27	3,045.68	0.00	2,076,831.95	2,073,786.27	3,045.68	0
<b>U. 1 Vehicles</b>	<b>2,073,786.27</b>	<b>3,045.68</b>	<b>0.00</b>	<b>2,076,831.95</b>	<b>2,073,786.27</b>	<b>3,045.68</b>	<b>0</b>
01-5000-1500 TCA - COMMUNICATION EQUIPMENT	102,897.52	5,940.55	0.00	108,838.07	102,897.52	5,940.55	6
<b>U. 3 Communication equipment</b>	<b>102,897.52</b>	<b>5,940.55</b>	<b>0.00</b>	<b>108,838.07</b>	<b>102,897.52</b>	<b>5,940.55</b>	<b>6</b>
01-5000-2000 TCA - EQUIPMENT - FIRE HALL	41,521.08	0.00	0.00	41,521.08	29,513.40	12,007.68	41
<b>U. 4 Equipment - firehall</b>	<b>41,521.08</b>	<b>0.00</b>	<b>0.00</b>	<b>41,521.08</b>	<b>29,513.40</b>	<b>12,007.68</b>	<b>41</b>
01-5000-2500 TCA - EQUIPMENT - FIREFIGHTER GEAR	282,668.34	20,938.16	0.00	303,606.50	282,668.34	20,938.16	7
<b>U. 5 Equipment - firefighter gear</b>	<b>282,668.34</b>	<b>20,938.16</b>	<b>0.00</b>	<b>303,606.50</b>	<b>282,668.34</b>	<b>20,938.16</b>	<b>7</b>
01-5000-3000 TCA - EQUIPMENT - TRUCKS	173,771.19	5,564.79	0.00	179,335.98	173,771.19	5,564.79	3
<b>U. 6 Equipment - trucks</b>	<b>173,771.19</b>	<b>5,564.79</b>	<b>0.00</b>	<b>179,335.98</b>	<b>173,771.19</b>	<b>5,564.79</b>	<b>3</b>
01-6000-1000 TCA - ACCUM - VEHICLES	(1,150,141.78)	(108,170.37)	0.00	(1,258,312.15)	(1,150,141.78)	(108,170.37)	9
<b>U.11 Accumulated amortization - vehicles</b>	<b>(1,150,141.78)</b>	<b>(108,170.37)</b>	<b>0.00</b>	<b>(1,258,312.15)</b>	<b>(1,150,141.78)</b>	<b>(108,170.37)</b>	<b>9</b>
01-6000-1500 TCA - ACCUM - COMMUNICATION EQUIP	(76,317.07)	(5,616.33)	0.00	(81,933.40)	(76,317.07)	(5,616.33)	7
<b>U.31</b>	<b>(76,317.07)</b>	<b>(5,616.33)</b>	<b>0.00</b>	<b>(81,933.40)</b>	<b>(76,317.07)</b>	<b>(5,616.33)</b>	<b>7</b>
01-6000-2000 TCA - ACCUM - FIRE HALL	(15,120.80)	(2,239.77)	0.00	(17,360.57)	(15,120.80)	(2,239.77)	15
<b>U.41</b>	<b>(15,120.80)</b>	<b>(2,239.77)</b>	<b>0.00</b>	<b>(17,360.57)</b>	<b>(15,120.80)</b>	<b>(2,239.77)</b>	<b>15</b>
01-6000-2500 TCA - ACCUM - EQUIPMENT - FIREFIGHT	(101,755.64)	(24,672.96)	0.00	(126,428.60)	(101,755.64)	(24,672.96)	24
<b>U.51</b>	<b>(101,755.64)</b>	<b>(24,672.96)</b>	<b>0.00</b>	<b>(126,428.60)</b>	<b>(101,755.64)</b>	<b>(24,672.96)</b>	<b>24</b>
01-6000-3000 TCA - ACCUM - TRUCKS	(114,978.85)	(9,676.16)	0.00	(124,655.01)	(114,978.85)	(9,676.16)	8
<b>U.61</b>	<b>(114,978.85)</b>	<b>(9,676.16)</b>	<b>0.00</b>	<b>(124,655.01)</b>	<b>(114,978.85)</b>	<b>(9,676.16)</b>	<b>8</b>
01-2900-1000 ACCOUNTS PAYABLE TRADE	(21,369.71)	7,252.60	0.00	(14,117.11)	(42,390.12)	28,273.01	(67)
01-2900-6250 OMERS CONTRIBUTION PAYABLE	(1,158.56)	0.00	0.00	(1,158.56)	(1,158.56)	0.00	0
<b>BB Accounts payable</b>	<b>(22,528.27)</b>	<b>7,252.60</b>	<b>0.00</b>	<b>(15,275.67)</b>	<b>(43,548.68)</b>	<b>28,273.01</b>	<b>(65)</b>
01-1000-1600 DUE FROM REVENUE FUND	342,533.02	6,925.93	0.00	349,458.95	203,783.02	145,675.93	71
01-2900-0000 SURPLUS (DEFICIT)	(1,315,370.36)	(5,341.11)	0.00	(1,320,711.47)	(1,331,244.57)	10,533.10	(1)
01-2900-2000 DUE TO RESERVE FUND	(342,533.02)	(6,925.93)	0.00	(349,458.95)	(203,783.02)	(145,675.93)	71
01-2900-3500 OPERATING RESERVE	(46,000.00)	0.00	0.00	(46,000.00)	(46,000.00)	0.00	0
01-2900-5000 TRANSFER TO RESERVE FUND	20,000.00	0.00	0.00	20,000.00	20,000.00	0.00	0
01-2900-5500 EQUITY - CAPITAL BANK ACCOUNT	(509,203.60)	(46,850.00)	0.00	(556,053.60)	(370,453.60)	(185,600.00)	50
01-4200-1910 TRANSFER TO CAPITAL	138,750.00	46,250.00	0.00	185,000.00	155,000.00	30,000.00	19
01-4200-2000 INTEREST ON TEMPORARY LOANS	11.76	588.24	0.00	600.00	600.00	0.00	0
<b>TT Retained earnings</b>	<b>(1,711,812.20)</b>	<b>(5,352.87)</b>	<b>0.00</b>	<b>(1,717,165.07)</b>	<b>(1,572,098.17)</b>	<b>(145,066.90)</b>	<b>9</b>
01-3000-0200 TOWNSHIP OF AMARANTH	(48,757.76)	(48,757.75)	0.00	(97,515.51)	(95,231.88)	(2,283.63)	2
<b>100. 2 Township of Amaranth</b>	<b>(48,757.76)</b>	<b>(48,757.75)</b>	<b>0.00</b>	<b>(97,515.51)</b>	<b>(95,231.88)</b>	<b>(2,283.63)</b>	<b>2</b>
01-3000-0300 TOWNSHIP OF MELANCTHON	(54,445.32)	(54,445.30)	0.00	(108,890.62)	(101,191.52)	(7,699.10)	8
<b>100. 3 Township of Melancthon</b>	<b>(54,445.32)</b>	<b>(54,445.30)</b>	<b>0.00</b>	<b>(108,890.62)</b>	<b>(101,191.52)</b>	<b>(7,699.10)</b>	<b>8</b>
01-3000-0100 TOWN OF MONO	(36,523.24)	(36,523.22)	0.00	(73,046.46)	(66,765.60)	(6,280.86)	9

**Shelburne & District Fire Department**

Year End: December 31, 2020

Trial Balance

19-1

Prepared by MA 2/19/2021	Reviewed by	Manager Review MPS 3/1/2021
Partner Review MDPS 3/18/2021	Admin Review	

Account	Prelim	Adj's	Reclass	Rep	Rep 12/19	Amount Chg	%Chg
<b>100. 4 Town of Mono</b>	<b>(36,523.24)</b>	<b>(36,523.22)</b>	<b>0.00</b>	<b>(73,046.46)</b>	<b>(66,765.60)</b>	<b>(6,280.86)</b>	<b>9</b>
01-3000-0400 TOWNSHIP OF MULMUR	(32,938.96)	(32,938.95)	0.00	(65,877.91)	(59,351.60)	(6,526.31)	11
<b>100. 5 Township of Mulmur</b>	<b>(32,938.96)</b>	<b>(32,938.95)</b>	<b>0.00</b>	<b>(65,877.91)</b>	<b>(59,351.60)</b>	<b>(6,526.31)</b>	<b>11</b>
01-3000-0450 TOWN OF SHELburne	(197,437.24)	(197,437.25)	0.00	(394,874.49)	(359,965.48)	(34,909.01)	10
<b>100. 6 Town of Shelburne</b>	<b>(197,437.24)</b>	<b>(197,437.25)</b>	<b>0.00</b>	<b>(394,874.49)</b>	<b>(359,965.48)</b>	<b>(34,909.01)</b>	<b>10</b>
01-3000-0600 MISCELLANEOUS REVENUE/DONATION	(2,530.00)	0.00	0.00	(2,530.00)	(5,968.50)	3,438.50	(58)
01-3000-1100 BELL TOWER LEASE REVENUE	0.00	0.00	(8,500.00)	(8,500.00)	(8,500.00)	0.00	0
01-3000-1200 BELL TOWER HYDRO REPAYMENTS	(12,465.55)	0.00	8,500.00	(3,965.55)	(3,970.84)	5.29	0
01-3000-2000 PROVINCIAL GRANT	0.00	0.00	0.00	0.00	(6,537.21)	6,537.21	(100)
<b>100. 7 Inspection and miscellaneous</b>	<b>(14,995.55)</b>	<b>0.00</b>	<b>0.00</b>	<b>(14,995.55)</b>	<b>(24,976.55)</b>	<b>9,981.00</b>	<b>(40)</b>
01-3000-0800 M.T.O./COUNTY FIRE CALLS	(27,367.50)	(802.20)	0.00	(28,169.70)	(35,773.00)	7,603.30	(21)
01-3000-0900 INSURANCE/FALSE ALARM FIRE CALLS	(45,891.79)	39,886.79	0.00	(6,005.00)	0.00	(6,005.00)	0
<b>100. 8 Firefighting fees</b>	<b>(73,259.29)</b>	<b>39,084.59</b>	<b>0.00</b>	<b>(34,174.70)</b>	<b>(35,773.00)</b>	<b>1,598.30</b>	<b>(4)</b>
01-3000-0500 INTEREST INCOME / 83-03312	(1,292.21)	0.00	0.00	(1,292.21)	(3,278.59)	1,986.38	(61)
01-3000-0550 INTEREST INCOME / 83-03215	(1,048.65)	0.00	0.00	(1,048.65)	(1,382.88)	334.23	(24)
<b>100. 9 Interest income</b>	<b>(2,340.86)</b>	<b>0.00</b>	<b>0.00</b>	<b>(2,340.86)</b>	<b>(4,661.47)</b>	<b>2,320.61</b>	<b>(50)</b>
01-4200-1700 BANK SERVICE CHARGES	792.50	(78.16)	0.00	714.34	700.00	14.34	2
<b>400. 1 Bank charges and interest</b>	<b>792.50</b>	<b>(78.16)</b>	<b>0.00</b>	<b>714.34</b>	<b>700.00</b>	<b>14.34</b>	<b>2</b>
01-4100-1800 COMMUNICATION EQUIPMENT	7,251.22	(5,940.55)	0.00	1,310.67	7,410.24	(6,099.57)	(82)
01-4100-1900 Dispatch Service	26,247.55	0.00	0.00	26,247.55	4,985.00	21,262.55	427
<b>400. 2 Communication equipment</b>	<b>33,498.77</b>	<b>(5,940.55)</b>	<b>0.00</b>	<b>27,558.22</b>	<b>12,395.24</b>	<b>15,162.98</b>	<b>122</b>
01-4100-0900 CONVENTIONS & CONFERENCES	0.00	0.00	0.00	0.00	1,766.15	(1,766.15)	(100)
<b>400. 3 Conventions and conferences</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,766.15</b>	<b>(1,766.15)</b>	<b>(100)</b>
01-4200-0100 FIRE CALL WAGES	90,488.38	0.00	0.00	90,488.38	85,327.78	5,160.60	6
01-4200-0102 FT STAFF WAGES	99,071.27	0.00	0.00	99,071.27	97,301.63	1,769.64	2
01-4200-0103 SALARIES & STANDBY & MEETINGS	42,690.30	0.00	0.00	42,690.30	38,541.81	4,148.49	11
01-4200-0105 THURS. NIGHT PRACTICE WAGES	23,180.00	0.00	0.00	23,180.00	30,960.00	(7,780.00)	(25)
01-4200-0110 EMPLOYERS PORTION E.I.	2,731.33	0.00	0.00	2,731.33	1,593.38	1,137.95	71
01-4200-0120 EMPLOYERS PORTION C.P.P.	9,381.59	0.00	0.00	9,381.59	7,014.78	2,366.81	34
01-4200-0150 MILEAGE & MEALS	54.50	0.00	0.00	54.50	677.59	(623.09)	(92)
01-4200-0200 BENEFITS (MANULIFE)	27,612.42	3,043.06	0.00	30,655.48	39,422.95	(8,767.47)	(22)
01-4200-0300 OMERS PENSION (EMPLOYER PORTION)	4,810.24	0.00	0.00	4,810.24	8,266.86	(3,456.62)	(42)
01-4200-0400 EMPLOYEE ASSISTANCE PROGRAM (EA)	708.25	0.00	0.00	708.25	708.25	0.00	0
<b>400. 4 Firefighter salaries and benefits</b>	<b>300,728.28</b>	<b>3,043.06</b>	<b>0.00</b>	<b>303,771.34</b>	<b>309,815.03</b>	<b>(6,043.69)</b>	<b>(2)</b>
01-4100-1300 FIRE PREVENTION	4,543.07	0.00	0.00	4,543.07	2,603.51	1,939.56	74
<b>400. 5 Fire prevention</b>	<b>4,543.07</b>	<b>0.00</b>	<b>0.00</b>	<b>4,543.07</b>	<b>2,603.51</b>	<b>1,939.56</b>	<b>74</b>
01-4100-0100 WAGES - TREASURER	1,000.00	0.00	0.00	1,000.00	1,100.00	(100.00)	(9)
<b>400. 6 Honorariums</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>1,100.00</b>	<b>(100.00)</b>	<b>(9)</b>
01-4200-1100 INSURANCE	37,604.16	(7,500.00)	0.00	30,104.16	18,119.30	11,984.86	66
<b>400. 7 Insurance</b>	<b>37,604.16</b>	<b>(7,500.00)</b>	<b>0.00</b>	<b>30,104.16</b>	<b>18,119.30</b>	<b>11,984.86</b>	<b>66</b>
01-4100-0400 LEGAL AND AUDIT	9,646.23	0.00	0.00	9,646.23	2,951.04	6,695.19	227
<b>400. 8 Legal and accounting fees</b>	<b>9,646.23</b>	<b>0.00</b>	<b>0.00</b>	<b>9,646.23</b>	<b>2,951.04</b>	<b>6,695.19</b>	<b>227</b>
01-4100-0800 SUBSCRIPTIONS & MEMBERSHIPS	952.63	0.00	0.00	952.63	841.60	111.03	13
01-4100-1000 LICENCE RENEWAL	841.12	0.00	0.00	841.12	858.00	(16.88)	(2)
<b>400. 9 Licence and membership fees</b>	<b>1,793.75</b>	<b>0.00</b>	<b>0.00</b>	<b>1,793.75</b>	<b>1,699.60</b>	<b>94.15</b>	<b>6</b>
01-4100-0500 MUTUAL AID CONTRIBUTIONS	0.00	0.00	0.00	0.00	1,000.00	(1,000.00)	(100)
01-4100-0550 Office Supplies	3,423.08	0.00	0.00	3,423.08	1,910.69	1,512.39	79

**Shelburne & District Fire Department**

Year End: December 31, 2020

Trial Balance

19-2

Prepared by MA 2/19/2021	Reviewed by	Manager Review MPS 3/1/2021
Partner Review MDPS 3/18/2021	Admin Review	

Account	Prelim	Adj's	Reclass	Rep	Rep 12/19	Amount Chg	%Chg
01-4100-0600 MATERIALS & SUPPLIES	1,531.00	0.00	0.00	1,531.00	3,506.58	(1,975.58)	(56)
01-4100-0700 SERVICE & RENT	2,829.28	0.00	0.00	2,829.28	5,529.42	(2,700.14)	(49)
01-4100-1100 MTO/ARIS FEES	200.00	0.00	0.00	200.00	301.21	(101.21)	(34)
01-4200-0500 PROTECTIVE CLOTHING/UNIFORMS	27,710.22	(25,923.47)	0.00	1,786.75	435.14	1,351.61	311
01-4200-0800 SCBA MAINTENANCE	1,106.25	0.00	0.00	1,106.25	0.00	1,106.25	0
01-4200-1200 MISC./XMAS DINNER/PLAQUE	2,537.11	0.00	0.00	2,537.11	384.35	2,152.76	560
01-4200-1600 VACCINATION & MEDICALS	200.00	0.00	0.00	200.00	150.00	50.00	33
01-4200-1650 COMPUTER & IT SUPPORT	1,208.84	0.00	0.00	1,208.84	2,231.39	(1,022.55)	(46)
01-4200-1750 CERIDIAN PAYROLL	2,127.50	0.00	0.00	2,127.50	2,177.14	(49.64)	(2)
01-4200-1980 BUILDING MAINTENANCE	4,646.82	0.00	0.00	4,646.82	5,269.18	(622.36)	(12)
01-4200-1990 BUILDING EXPANSION - ENGINEER	1,864.74	0.00	0.00	1,864.74	5,171.46	(3,306.72)	(64)
01-4200-2100 FIRE HYDRANTS	7,500.00	0.00	0.00	7,500.00	7,500.00	0.00	0
<b>400.10 Materials, supplies, services</b>	<b>56,884.84</b>	<b>(25,923.47)</b>	<b>0.00</b>	<b>30,961.37</b>	<b>35,566.56</b>	<b>(4,605.19)</b>	<b>(13)</b>
01-4100-0300 SECRETARIAL SERVICES	16,565.77	0.00	0.00	16,565.77	16,051.99	513.78	3
<b>400.11 Secretarial services</b>	<b>16,565.77</b>	<b>0.00</b>	<b>0.00</b>	<b>16,565.77</b>	<b>16,051.99</b>	<b>513.78</b>	<b>3</b>
01-4200-1400 BELL CANADA - DISPATCH LINE	917.06	0.00	0.00	917.06	767.91	149.15	19
01-4200-1500 BELL CANADA 925-5111	1,387.16	0.00	0.00	1,387.16	1,963.07	(575.91)	(29)
01-4200-1550 BELL MOBILITY (MOBILE)	1,306.56	0.00	0.00	1,306.56	2,079.09	(772.53)	(37)
<b>400.12 Telephone</b>	<b>3,610.78</b>	<b>0.00</b>	<b>0.00</b>	<b>3,610.78</b>	<b>4,810.07</b>	<b>(1,199.29)</b>	<b>(25)</b>
01-4100-1200 HEALTH & SAFETY EXPENSES	3,217.08	(422.70)	0.00	2,794.38	2,896.83	(102.45)	(4)
01-4100-1500 TRAINING COURSES/TRAINING EXPENS	7,069.65	0.00	0.00	7,069.65	7,366.70	(297.05)	(4)
<b>400.13 Training</b>	<b>10,286.73</b>	<b>(422.70)</b>	<b>0.00</b>	<b>9,864.03</b>	<b>10,263.53</b>	<b>(399.50)</b>	<b>(4)</b>
01-4200-1300 UTILITIES HEAT/HYDRO/WATER	20,404.49	0.00	0.00	20,404.49	21,562.11	(1,157.62)	(5)
<b>400.14 Utilities</b>	<b>20,404.49</b>	<b>0.00</b>	<b>0.00</b>	<b>20,404.49</b>	<b>21,562.11</b>	<b>(1,157.62)</b>	<b>(5)</b>
01-4200-1000 TRUCK OPERATIONS & MAINTENANCE	0.00	0.00	0.00	0.00	35.11	(35.11)	(100)
01-4200-1005 TRUCK OPS & MAINT - PUMP 24	8,696.79	0.00	0.00	8,696.79	4,024.69	4,672.10	116
01-4200-1010 TRUCK OPS & MAINT - CAR 21	7,564.56	(6,091.36)	0.00	1,473.20	2,691.89	(1,218.69)	(45)
01-4200-1020 TRUCK OPS & MAINT - TANKER 25	2,053.24	0.00	0.00	2,053.24	1,773.68	279.56	16
01-4200-1030 TRUCK OPS & MAINT - RESCUE 26	3,543.09	0.00	0.00	3,543.09	3,370.76	172.33	5
01-4200-1040 TRUCK OPS & MAINT - PUMP 27	2,831.58	0.00	0.00	2,831.58	2,454.48	377.10	15
01-4200-1050 TRUCK OPS & MAINT - LADDER 28	2,643.62	0.00	0.00	2,643.62	2,125.56	518.06	24
01-4200-1060 FUEL EXPENSE	5,192.44	0.00	0.00	5,192.44	5,885.65	(693.21)	(12)
<b>400.15 Vehicle maintenance</b>	<b>32,525.32</b>	<b>(6,091.36)</b>	<b>0.00</b>	<b>26,433.96</b>	<b>22,361.82</b>	<b>4,072.14</b>	<b>18</b>
01-4200-1800 NEW EQUIPMENT ACQUISITION	18,794.36	(10,208.86)	0.00	8,585.50	10,977.06	(2,391.56)	(22)
01-4200-1810 EQUIPMENT MAINTENANCE	779.46	0.00	0.00	779.46	41.67	737.79	1771
01-4200-1850 PURCHASES FROM DONATIONS & TRANSFERS	0.00	0.00	0.00	0.00	76.57	(76.57)	(100)
01-4200-1860 FF Association Expenses	1,465.50	(1,465.76)	0.00	(0.26)	0.00	(0.26)	0
<b>400.17 Equipment maintenance</b>	<b>21,039.32</b>	<b>(11,674.62)</b>	<b>0.00</b>	<b>9,364.70</b>	<b>11,095.30</b>	<b>(1,730.60)</b>	<b>(16)</b>
01-4200-2500 BAD DEBT EXPENSE	0.00	5,170.00	0.00	5,170.00	12,967.50	(7,797.50)	(60)
<b>400.18 Bad debts</b>	<b>0.00</b>	<b>5,170.00</b>	<b>0.00</b>	<b>5,170.00</b>	<b>12,967.50</b>	<b>(7,797.50)</b>	<b>(60)</b>
01-4200-9500 GAIN (LOSS) ON SALE OF ASSETS	0.00	0.00	0.00	0.00	(30,044.90)	30,044.90	(100)
<b>400.50 Gain (loss) on sale of assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(30,044.90)</b>	<b>30,044.90</b>	<b>(100)</b>
9000 Amortization	0.00	150,375.59	0.00	150,375.59	147,066.35	3,309.24	2
<b>400.75 Amortization</b>	<b>0.00</b>	<b>150,375.59</b>	<b>0.00</b>	<b>150,375.59</b>	<b>147,066.35</b>	<b>3,309.24</b>	<b>2</b>
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0</u>
<b>Net Income (Loss)</b>	<b>(90,225.79)</b>			<b>139,834.30</b>	<b>145,066.90</b>	<b>(5,232.60)</b>	<b>(4)</b>

**POLICY & PROCEDURE MANUAL**

<b>SECTION</b>	Finance and Treasury	<b>POLICY NUMBER</b>	03-03-13
<b>SUB-SECTION</b>	Financial Control	<b>EFFECTIVE DATE</b>	January 1, 2021
<b>SUBJECT</b>	Rescue Calls		
<b>AUTHORITY</b>	General Government Services – February 25, 2021 Council – March 11, 2021		

**PURPOSE:**

The purpose of this policy is to establish procedures regarding the reimbursement of costs to local fire boards and municipalities for fire rescue calls on County roads.

**STATEMENT:**

This policy applies to all fire rescue calls which occur on County roads.

**PROCEDURES:**

When an accident occurs on a County road it is the responsibility of the local fire board or municipality in which the road is located to recoup the costs associated with the call.

Where all efforts by the local fire board or municipality have failed to recoup the costs associated with accidents on County roads, the County agrees to reimburse the local fire board or municipality.

Appropriate documentation/backup must be included with the invoice from the local fire board or municipality to the County. This documentation must include copies of the original invoice, reminder letters and any other relevant documentation supporting the inability to collect.

Invoices to the County must be submitted within 12 months of original invoice date. Any funds collected after receipt of funds from the County by the local fire board or municipality are to be reimbursed to the County.

## Nicole Hill

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**From:** Ralph Snyder  
**Sent:** Monday, February 22, 2021 3:00 PM  
**To:** fred.simpson@townofmono.com; ehawkins@mulmur.ca; fred.nix@townofmono.com; glittle@amaranth.ca; Heather Foster; Janet Horner; mmercerc@melancthontownship.ca; Nicole Hill; shall@shelburne.ca; sharon.martin@townofmono.com; Wbenotto@shelburne.ca; whannon@melancthontownship.ca  
**Cc:** Jeff Clayton  
**Subject:** Provincial Closure of Fire Training Campus

From Fire Chief Ralph Snyder:

On January 13, 2021 the provincial government unexpectedly announced the closure of the Ontario Fire College (OFC) campus in Gravenhurst.

To my knowledge this was done without consultation with the Ontario Fire Chiefs who are ultimately responsible for training of firefighters.

The Ontario Government press release of February 13th, states that we will move to the use of Regional Training Centers (RTC's), online courses and contracts with individual fire departments.

Here are some key facts

- Most fire departments in Ontario are funded municipally.
- The provincial government has subsidized firefighter training since 1949 at, and through, the Ontario Fire College campus.
- Police services in Ontario receive grants from the province called Community Safety Grants. These grants provide police with the tools and resources they need to combat crime and keep Ontario's communities safe. The program focuses on addressing both local and provincial community safety priorities. From 2019-22, Ontario is investing approximately \$181 million to support 107 projects across the province and \$14 million for 18 provincial projects. We are not aware of any provincial grant opportunities for fire services, similar to police services.

The Shelburne and District Fire Department (SDFD) facts

- In 2019/2020 SDFD had firefighters approved for 32 OFC courses at a registration cost of \$65.00 per course (Total = \$2080). This cost included meals and accommodation.
- Preliminary research indicates Regional Training Centers (RTC's) are charging from \$180 to \$1200 per course for registration with no meals or accommodations included.
- We have requested a list of available RTC's from the Fire College and the OFMEM to assess our options and the increased costs associated with the province's new vision. Travel, meal and accommodation costs may have a significant impact on budgets.

Unless a plan and funding is provided by the province through the Office of The Solicitor General this could have a detrimental effect on our ability to provide the level of training and service currently delivered to the residents of our district.

We support the evolution of firefighter training in Ontario through a fully developed plan of action with input from the Fire Chiefs of the 441 Ontario Fire Departments responsible for delivery of that training. As of February 24, 2021 the Ontario Fire Marshal states there is a plan but has yet to release details of the future of firefighter training in Ontario.

Ralph Snyder  
Fire Chief  
Shelburne & District Fire Department



# COMMUNIQUE

du commissaire des incendies

March 4, 2021

No. 2021-02

## ONTARIO FIRE COLLEGE TRAINING MODERNIZATION

This Fire Marshal's Communiqué is issued as a follow up to the January 13, 2021 announcement regarding the decommissioning of the Ontario Fire College (OFC) and the modernization of fire safety training in Ontario.

This Communiqué provides an overview of OFC training modernization through several modes, including online and blended courses, Regional Training Centres (RTCs) and Learning Contracts.

A fire department's training program should be designed to meet its set level of fire protection service, based on its needs and circumstances, and guided by the advice of the fire chief. A training program can include a combination of different OFC training modes as well as local in-house training.

While the decommissioning of the OFC campus in Gravenhurst is set for March 31, 2021, staff will continue to play a leading role in developing training courses. This will include curriculum design and development, registration services, online training development and maintenance, training development to build capacity in RTCs, and monitoring performance and quality assurance of programs at the local level.

As part of this plan, OFC instructors will be assigned regionally so that fire departments have a central point of contact for all training inquiries within their region. Instructors will work collaboratively to ensure the availability of training across Ontario.

Available options for OFC training are outlined below:

1. Online and Blended Courses
2. Learning Contracts
3. Regional Training Centres (RTC)
4. Mobile Live Fire Training Units (MLFTUs)

Inquiries on any of the options available, or how to contact the instructor assigned to your region can be directed to Guy Degagne, Assistant Deputy Fire Marshal, Training and Certification ([Guy.Degagne@ontario.ca](mailto:Guy.Degagne@ontario.ca)).

## 1. Online and Blended Courses

Online courses are generally self-paced, which allows for greater flexibility in completing coursework.

Blended courses have a portion of the course online, combined with specific in-person training sessions. The purpose of blended learning is to focus in-person training to elements that cannot be taught online. Blended courses are offered through RTCs or Learning Contracts.

The following courses are available in either an online and/or blended format:

Course	Online	Blended
Legislation	X	
NFPA 1521	X	
NFPA 1031 – Level 1	X	
NFPA 1035 – PIO	X	
NFPA 1035 – Level 1	X	
NFPA 1021 – Level 1	X	X
NFPA 1021 – Level 2		X
NFPA 1021 – Level 3		X
NFPA 1021 – Level 4		X
NFPA 1041 – Level 1	X	X
NFPA 1041 – Level 2		X
Fire Code – Part 2	X	
Fire Code – Part 6	X	
Fire Code – Part 9	X	
NFPA 1001 – Level 1		X
NFPA 1001 – Level 2		X
NFPA 1002		X
NFPA 1006 – Ice/Water Rescue		X
NFPA 1033 – Fire Investigator		X

The remaining National Fire Protection Association (NFPA) courses are scheduled to be upgraded to online and/or blended by the 2022-23 OFC calendar year. These include:

Course	Online	Blended
NFPA 1031 – Level 1	X	
Fire Code – Part 3	X	
Fire Code – Part 4	X	
Fire Code – Part 5	X	
Courtroom Procedures	X	X
NFPA 1072 Haz Mat Operations		X

## **2. Learning Contracts**

Learning contracts provide access to OFC programs through in-house training that is affordable and scalable, and they are provided at the local fire department at their pace. Learning contracts are set up within one fire department, but there is an opportunity for smaller departments to share in the training.

The OFC supports learning contracts with full OFC course delivery including full registration in the OFC database; OFC course numbers; OFC course material; OFC assistance with arranging ASE testing; OFC support in case of Ministry of Labour investigations; and OFC certificates of completion for each student.

Course delivery costs \$65 per student. Training can occur during working hours to reduce overtime costs and can be provided by fire departments' training staff.

## **3. Regional Training Centres (RTC)**

RTCs are operated by municipalities, community colleges, or associations. They are strategically located across the province and provide access to training for career, composite, volunteer, Northern Fire Protection Program (NFPP), and First Nations fire departments.

RTCs are capable of delivering all NFPA programs, including certification testing, and courses meet professional qualification standards including classroom and outdoor fire ground training. It is important to note that course availability across Ontario will be based on a needs analysis that must support local fire departments and the RTC's infrastructure and capacity to deliver.

A number of factors may result in cost savings or avoidance for fire departments that train at RTCs including mileage to and from the home location, costs to backfill fire department personnel, meal reimbursement, banked time and overtime costs.

The interest to open and operate a new RTC has grown significantly since the announcement in January. A map of current RTC locations is provided below, along with some additional locations being considered. Please note that potential locations are continually being updated and not all locations are reflected in the attached map.

## **4. Mobile Live Fire Training Units (MLFTUs)**

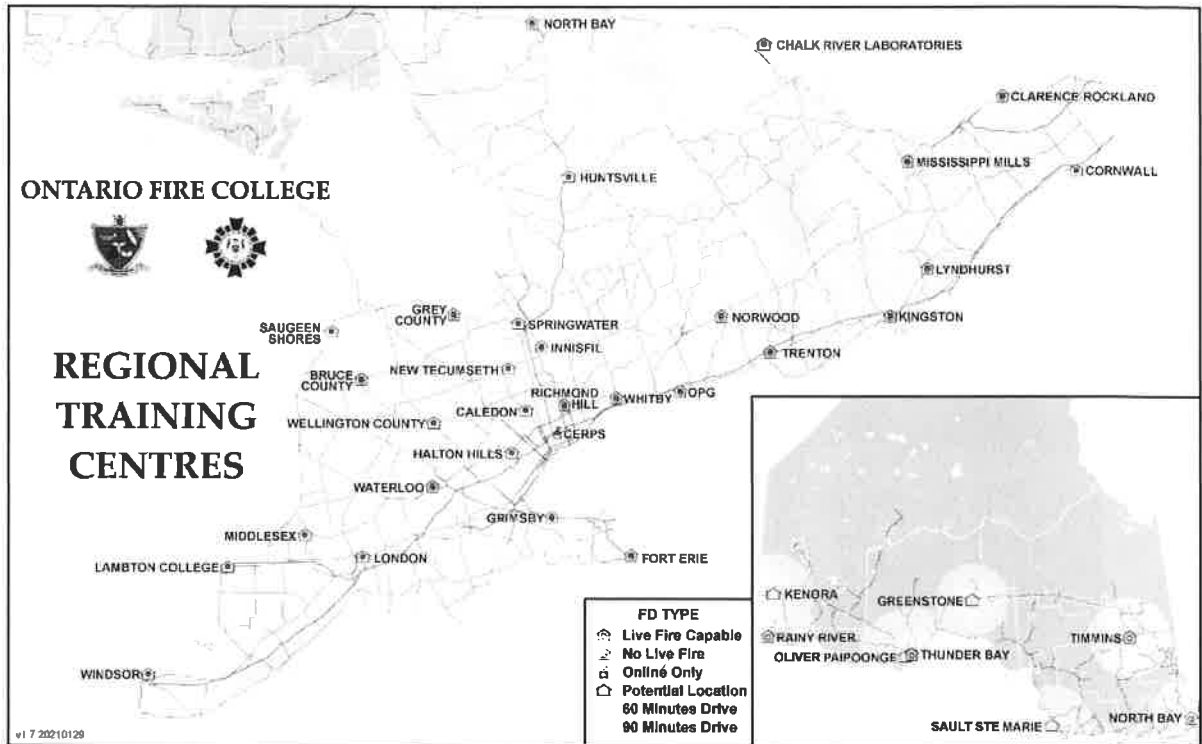
The OFM has purchased two mobile live fire training units that will be available to fire departments across Ontario. In order to support training across the province, one unit will be deployed in northern Ontario and one in southern Ontario. However, this will be continually reviewed to assess where there is the greatest need.

The MLFTUs offer diverse options for live fire training to meet the unique needs of training including: a confined space rescue hatch; main level training rooms; different attack options; multi-prop fire simulators; and portable props.

The OFM will be deploying these units in 2021 and can have them delivered to any location. The MLFTUs will need to be booked in advance and will be available seasonally between May and October. Please contact the OFC Registrar at [ApplyOFC@ontario.ca](mailto:ApplyOFC@ontario.ca) to reserve a unit.

# Appendix 1

## Map of Ontario's 20 Current Regional Training Centres



## Appendix 2

### Ontario Fire College – Geographic Coverage Areas

<b>Andrew Blair – Eastern Ontario</b>	<ul style="list-style-type: none"><li>• Northumberland</li><li>• Peterborough</li><li>• Hasting</li><li>• Prince Edward</li><li>• Lennox Addington</li><li>• Frontenac</li><li>• Lanark</li><li>• Ottawa</li><li>• Leeds and Grenville</li><li>• Stormont, Dundas, and Glengarry</li><li>• Prescott-Russell</li></ul>
<b>Robert King – Central Ontario</b>	<ul style="list-style-type: none"><li>• Kawartha Lakes</li><li>• Haliburton</li><li>• Muskoka</li><li>• Simcoe</li><li>• Grey</li><li>• Bruce</li><li>• Dufferin</li></ul>
<b>Ken Benoit – GTA / Niagara</b>	<ul style="list-style-type: none"><li>• Durham</li><li>• York</li><li>• Peel</li><li>• Toronto</li><li>• Halton</li><li>• Hamilton</li><li>• Niagara</li></ul>
<b>Lyle Quan – Southwest Ontario</b>	<ul style="list-style-type: none"><li>• Wellington</li><li>• Waterloo</li><li>• Brant</li><li>• Haldimand</li><li>• Norfolk</li><li>• Oxford</li><li>• Perth</li><li>• Huron</li><li>• Middlesex</li><li>• Elgin</li><li>• Lambton</li><li>• Chatham-Kent</li><li>• Essex</li></ul>

<b>Grant Love – Northeast Ontario</b>	<ul style="list-style-type: none"> <li>• Renfrew</li> <li>• Nipissing</li> <li>• Parry Sound</li> <li>• North Bay</li> <li>• Temiskaming</li> </ul>
<b>Jamie Meyer – Rainbow / Algoma / Far Northeast</b>	<ul style="list-style-type: none"> <li>• Sudbury</li> <li>• Algoma (Wawa and East and South of Wawa)</li> <li>• Cochrane</li> <li>• Manitoulin</li> </ul>
<b>Jennifer Grigg – Northwest Ontario (Nipigon and East)</b>	<ul style="list-style-type: none"> <li>• Thunder Bay (Area East of Nipigon)</li> <li>• Algoma (Wawa and West and North of Wawa)</li> </ul>
<b>Tim Beebe – Northwest Ontario (Nipigon and West)</b>	<ul style="list-style-type: none"> <li>• Kenora</li> <li>• Rainy River</li> <li>• Thunder Bay (Area West of Nipigon)</li> </ul>

**From:** Jennifer Willoughby <[jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)>

**Sent:** Tuesday, March 16, 2021 12:42 PM

**To:** Nicole Martin <[nmartin@amaranth.ca](mailto:nmartin@amaranth.ca)>; Denise Holmes <[dholmes@melancthontownship.ca](mailto:dholmes@melancthontownship.ca)>; 'Mark Early' <[mark.early@townofmono.com](mailto:mark.early@townofmono.com)>; Tracey Atkinson <[tatkinson@mulmur.ca](mailto:tatkinson@mulmur.ca)>

**Subject:** Resolution from Shelburne Council - Dufferin County SDR

Good Afternoon

At last night's Special Council meeting the following resolution was passed by Shelburne Council:

Moved By Mayor Mills

Seconded By Councillor Benotto

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

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

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

CARRIED, W. Mills

A copy of the CAO's report can be found on the Town's website at the following link <https://pub-shelburne.escribemeetings.com/Meeting.aspx?Id=f59e24a9-2acf-4231-bf4b-b30e1cfdbe1c&Agenda=Agenda&lang=English>

You can also view the proceedings of Council on the Town's YouTube channel <https://www.youtube.com/channel/UCsar-MwF8CXrgPbe2EVxh-w>

Thank You

**Jennifer Willoughby, Director of Legislative Services/Clerk**

**Phone: 519-925-2600 ext 223 | Fax: 519-925-6134 | [jwilloughby@shelburne.ca](mailto:jwilloughby@shelburne.ca)**

**Town of Shelburne | 203 Main Street East, Shelburne ON L9V 3K7**

**[www.shelburne.ca](http://www.shelburne.ca)**

The Town of Shelburne is proactively taking measures to limit the spread of COVID-19. As of February 16, 2021 at 12:01 a.m. our Region has returned to the [Framework](#) under Red-Control and will no longer be subject to the Stay-at-Home order. Town Hall will remain closed until further notice. Scheduled appointments are available from Tuesday to Friday from 9 am to 4 pm upon request. We are encouraging everyone to take advantage of the digital processes. You can pay your bills online by visiting our webpage [Paying My Bills](#). The best way to reach staff is by email. .

Thank you and stay healthy!





# Shelburne and District Fire Department

Fire Chief :Ralph Snyder

114 O'Flynn Street Shelburne ON

Shelburne ON L9V 2W9

PH : 925-5111 FAX : 925-1815

Date  
Apr 1 21

## Totals by Geographic Location From Feb 1 21 to Feb 28 21

Response Type	# of Incidents
<b>Unclassified</b>	
<b>2208 - TWP of Amaranth</b>	
61 Vehicle Extrication	1
<b>Total For 2208 - TWP of Amaranth:</b>	<b>1</b>
<b>2212 - Town of Mono</b>	
62 Vehicle Collision	2
<b>Total For 2212 - Town of Mono:</b>	<b>2</b>
<b>2219 - TWP of Melancthon</b>	
69 Other Rescue	1
<b>Total For 2219 - TWP of Melancthon:</b>	<b>1</b>
<b>2221 - Shelburne and District Fire Department</b>	
31 Alarm System Equipment - Malfunction	1
34 Human - Perceived Emergency	2
39 Other False Fire Call	1
41 Gas Leak - Natural Gas	1
58 Public Hazard call false alarm	1
69 Other Rescue	1
702 CPR administered	1
98 Assistance not required by other agency	1
99 Other Response	1
<b>Total For 2221 - Shelburne and District Fire Department:</b>	<b>10</b>
<b>Total For Unclassified:</b>	<b>14</b>
<b>Rural</b>	
<b>2212 - Town of Mono</b>	
32 Alarm System Equipment - Accidental activation (exc. code 35)	1
<b>Total For 2212 - Town of Mono:</b>	<b>1</b>
<b>Total For Rural:</b>	<b>1</b>

**Totals by Geographic Location Continued**  
**From Feb 1 21 to Feb 28 21**

<b>Response Type</b>	<b># of Incidents</b>
<b>Total Number of Responses</b>	15



# Shelburne and District Fire Department

Fire Chief :Ralph Snyder  
114 O'Flynn Street Shelburne ON  
Shelburne ON L9V 2W9  
PH : 925-5111 FAX : 925-1815

Date  
Apr 1 21

## Totals by Geographic Location From Mar 1 21 to Mar 31 21

Response Type	# of Incidents
<b>Unclassified</b>	
<b>2208 - TWP of Amaranth</b>	
01 Fire	1
38 CO false alarm - equipment malfunction (no CO present)	1
62 Vehicle Collision	2
910 Assisting Other FD: Mutual Aid	1
<hr/>	
<b>Total For 2208 - TWP of Amaranth:</b>	<b>5</b>
<b>2212 - Town of Mono</b>	
03 NO LOSS OUTDOOR fire (see exclusions)	2
62 Vehicle Collision	3
<hr/>	
<b>Total For 2212 - Town of Mono:</b>	<b>5</b>
<b>2216 - TWP of Mulmur</b>	
62 Vehicle Collision	1
<hr/>	
<b>Total For 2216 - TWP of Mulmur:</b>	<b>1</b>
<b>2219 - TWP of Melancthon</b>	
03 NO LOSS OUTDOOR fire (see exclusions)	2
62 Vehicle Collision	1
69 Other Rescue	1
910 Assisting Other FD: Mutual Aid	1
<hr/>	
<b>Total For 2219 - TWP of Melancthon:</b>	<b>5</b>
<b>2221 - Shelburne and District Fire Department</b>	
03 NO LOSS OUTDOOR fire (see exclusions)	1
21 Overheat (no fire, e.g. engines, mechanical devices)	1
31 Alarm System Equipment - Malfunction	1
34 Human - Perceived Emergency	2
702 CPR administered	1
<hr/>	
<b>Total For 2221 - Shelburne and District Fire Department:</b>	<b>6</b>
<b>4205 - Southgate Twp.</b>	
910 Assisting Other FD: Mutual Aid	1
<hr/>	
<b>Total For 4205 - Southgate Twp.:</b>	<b>1</b>

Totals by Geographic Location Continued  
 From Mar 1 21 to Mar 31 21

Response Type	# of Incidents
<b>Total For Unclassified:</b>	23
<b>Rural</b>	
32 <b>2212 - Town of Mono</b> Alarm System Equipment - Accidental activation (exc. code 35)	1
<b>Total For 2212 - Town of Mono:</b>	1
<b>Total For Rural:</b>	1
<b>Total Number of Responses</b>	24

# **SHELBURNE & DISTRICT FIRE DEPARTMENT**

## **OFFICE OF THE FIRE CHIEF:**

**Fire Chief Ralph Snyder**  
114 O'Flynn Street  
Shelburne, Ontario. L9V 2W9  
Telephone: 519-925-5111  
Cell: 519-938-1609  
Fax #: 519-925-1815  
[rsnyder@sdfd.ca](mailto:rsnyder@sdfd.ca)



*"SERVING THE MUNICIPALITIES OF AMARANTH, MELANCTHON, MONO, MULMUR AND SHELBURNE"*

## **Department Activities for February, March 2021**

- § Inspections – 10 in progress or complete
- § Training sessions – Total of 26 in Feb/Mar
  - Regular training has resumed with firefighters split into 3 groups training on Tuesday, Wednesday, and Thursday
  - Recruit training is taking place on Monday
- § R26 truck replacement committee is waiting on budgetary pricing from multiple vendors
- § Firefighters are starting to receive C-19 vaccinations
- § Truck repairs – R26 intake manifold sensor, C21 taillight
- § One recruit firefighter resigned due to new work commitments, recruits are now responding as support crew

## **Chief's Activities**

- § Attend County of Dufferin and Town of Shelburne Emergency Control Group meetings weekly
- § Investigate washroom renovation options – mechanical drawings are requested
- § Promotional procedure for Captain's position is in process, interviews will be the week of April 26
- § Review planning department documents – severance, site plan, plan of subdivision, zoning amendments
- § Attended 3 online learning webinars
- § Purchased a used set of Hurst extrication tools to upgrade current obsolete tools.  
\$4575.69



## Shelburne & District Fire Department

**Prepared for Board Meeting: 06-04-21**

<b>ACCOUNTS PAYABLE</b>		<b>2021</b>	<b>2021</b>
		<b>February</b>	<b>March</b>
<b>4100</b>	100 Secretarial/Treasurer Services	2,996.02	1474.36
	400 Legal & Audit		
	500 Mutual Aid Contributions		
	550 Office Supplies	51.63	827.85
	600 Materials & Supplies	184.65	237.57
	700 Service & Rent	100.74	609.54
	800 Subscriptions & Membership		
	900 Conventions & Conferences		
	1000 Licence Renewal		856.21
	1100 MTO/Aris Fees		
	1200 Health & Safety Expenses	138.88	
	1300 Fire Prevention	220.88	515.38
	1500 Training Courses/Training Expenses	162.82	874.29
	1800 Communication Equipment		
	1900 Dispatch Service	8,656.25	
<b>4200</b>	100 Fire Call Wages	11,320.20	13844.97
	102 FT Staff Wages/Benefits	9,775.00	4887.50
	103 Salaries & Stand By Meetings	2,399.92	5371.38
	105 Practice Wages		5275.00
	200 Payroll Expenses	14,815.42	1796.35
	150 Mileage & Meals	40.25	33.42
	500 Protective Clothing/Uniforms		1263.71
	800 SCBA Maintenance		
	1000 Truck Operations & Maintenance		1128.04
	1060 Fuel	639.67	294.48
	1100 Insurance		
	1200 Misc/Xmas Dinner/Plaque		500.00
	1300 Utilities (Heat/Hydro/Water)	945.25	2595.72
	1400 Telephone	108.88	480.25
	1600 Vaccination & Medicals		
	1650 Computer & IT Support		
	1700 Service Charges	65.00	
	1750 Ceridian Payroll	139.50	203.49
	1800 New Equipment Acquisition		361.24
	1810 Equipment Maintenance		
	1950 Purchase of Truck		
	1980 Building Maintenance	366.34	778.47
	1990 Firehall Expansion-Engineer		
	2100 Fire Hydrant Maintenance		
	<b>GRAND TOTAL</b>	<b>\$ 53,127.30</b>	<b>\$ 44,209.22</b>

# Accounts Payable

April 6, 2021 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 01/29/2021 to 03/31/2021 Paid Invoices Cheque Date 01/29/2021 to 03/31/2021

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090769	AIG INSURANCE COMPANY OI2021-A		VFIS INSURANCE	005526	02/17/2021	02/17/2021	7,035.12
			01-4200-0200	VFIS INSURANCE			7,035.12
090769	AIG INSURANCE COMPANY OI2021-B		VFIS INSURANCE	005526	02/17/2021	02/17/2021	101.52
			01-4200-0200	VFIS INSURANCE			101.52
090783	BELL 5199253431	5199253431-2021-02	Dispatch Line	000223	03/05/2021	03/05/2021	84.35
			01-4200-1400	Dispatch Line			84.35
090783	BELL 5199253431	5199253431-2021-03	Dispatch Line	000233	03/23/2021	03/23/2021	84.37
			01-4200-1400	Dispatch Line			84.37
Vendor Total							168.72
002300	BELL 5199255111	5199255111-2021-02	Telephone	000224	03/05/2021	03/05/2021	132.38
			01-4200-1500	Telephone			132.38
002300	BELL 5199255111	5199255111-2021-03	Telephone	000234	03/23/2021	03/23/2021	111.28
			01-4200-1500	Telephone			111.28
Vendor Total							243.66
090599	BELL CANADA (INTERNET)	504622880-02-2021	INTERNET ACCESS	000238	02/15/2021	02/15/2021	101.64
			01-4100-0550	INTERNET ACCESS			101.64
090599	BELL CANADA (INTERNET)	504622880-03-2021	INTERNET ACCESS	000238	03/23/2021	03/23/2021	89.61
			01-4100-0600	INTERNET ACCESS			89.61
Vendor Total							191.25
090502	BELL MOBILITY	500168303-02-2021	MOBILE PHONE BILL	000219	02/17/2021	02/17/2021	120.91
			01-4200-1550	MOBILE PHONE BILL			120.91
090502	BELL MOBILITY	500168303-03-2021	MOBILE PHONE BILL	000235	03/23/2021	03/23/2021	120.91
			01-4200-1550	MOBILE PHONE BILL			120.91
Vendor Total							241.82
090723	CERIDIAN	2021-SAL-02	SERVICE CHARGE	000214	02/04/2021	02/04/2021	34.50
			01-4200-1750	SERVICE CHARGE			34.50
090723	CERIDIAN	2021-VFF-01	SERVICE CHARGE	000214	02/04/2021	02/04/2021	120.42
			01-4200-1750	SERVICE CHARGE			120.42
090723	CERIDIAN	2021-VFF-02	SERVICE CHARGE	000225	03/05/2021	03/05/2021	123.09
			01-4200-1750	SERVICE CHARGE			123.09
090723	CERIDIAN	2021-SAL-04	SERVICE CHARGE	000225	03/05/2021	03/05/2021	68.40
			01-4200-1750	SERVICE CHARGE			68.40
090723	CERIDIAN	2021-SAL-03	SERVICE CHARGE	000225	03/05/2021	03/05/2021	34.50
			01-4200-1750	SERVICE CHARGE			34.50
Vendor Total							380.91
090624	COUNTY OF DUFFERIN	7002	LAPTOP DOCK	005531	03/05/2021	03/05/2021	167.90
			01-4200-1800	LAPTOP DOCK			167.90

# Accounts Payable

April 6, 2021 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 01/29/2021 to 03/31/2021 Paid Invoices Cheque Date 01/29/2021 to 03/31/2021

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090624	COUNTY OF DUFFERIN	7001	DELL MONITOR	005531	03/05/2021	03/05/2021	193.34
			01-4200-1800 DELL MONITOR				193.34
Vendor Total							361.24
090830	CRITERIUM-JANSEN ENGINEE 7240		WASHROOM RENO DRAWINGS	005520	02/04/2021	02/04/2021	1,720.43
			01-4200-1990 WASHROOM RENO DRAWINGS				1,720.43
090578	DESJARDINS CARD SERVICE\$25 02 2021		OFFICE SUPPLIES	000220	02/17/2021	02/17/2021	153.64
			01-4100-0600 OFFICE SUPPLIES				153.64
090578	DESJARDINS CARD SERVICE\$30 03 2021		ANTI SKID BLACK SHOE COVERS	000230	03/15/2021	03/15/2021	84.74
			01-4100-0600 ANTI SKID BLACK SHOE COVERS				84.74
Vendor Total							238.38
003740	ENBRIDGE CONSUMERS GAS 122174110005-02-2021		GAS BILL	000226	03/05/2021	03/05/2021	1,204.91
			01-4200-1300 GAS BILL				1,204.91
003740	ENBRIDGE CONSUMERS GAS 122174110005-03-2021		GAS BILL	000236	03/23/2021	03/23/2021	510.68
			01-4200-1300 GAS BILL				510.68
Vendor Total							1,715.59
090585	EXCEL BUSINESS SYSTEMS 407926		METER READING FOR JANUARY	005521	02/04/2021	02/04/2021	57.32
			01-4100-0550 METER READING FOR JANUARY				57.32
090585	EXCEL BUSINESS SYSTEMS 410414		METER READING FOR FEBRUARY	005532	03/05/2021	03/05/2021	67.16
			01-4100-0550 METER READING FOR FEBRUARY				67.16
Vendor Total							124.48
090743	EXCEL LEASING 252778		COPIER LEASE PAYMENT	000215	02/04/2021	02/04/2021	111.87
			01-4100-0700 COPIER LEASE PAYMENT				111.87
090743	EXCEL LEASING 253597		COPIER LEASE PAYMENT	000227	03/05/2021	03/05/2021	111.87
			01-4100-0700 COPIER LEASE PAYMENT				111.87
Vendor Total							223.74
006500	FIRE MARSHAL'S PUBLIC FIREIN158052		COMPANY OFFICER EXAM PREP	005550	03/23/2021	03/23/2021	914.67
			01-4100-1500 COMPANY OFFICER EXAM PREP				914.67
090766	GORD DAVENPORT AUTO INC 14417-242653		6 X SEL-10	000216	02/04/2021	02/04/2021	51.39
			01-4100-0600 6 X SEL-10				51.39
008970	HYDRO ONE NETWORKS INC 200064490621-02-2021		HYDRO BILL	000217	02/04/2021	02/04/2021	1,079.73
			01-4200-1300 HYDRO BILL				1,079.73
008970	HYDRO ONE NETWORKS INC 200064490621-03-2021		HYDRO BILL	000228	03/05/2021	03/05/2021	1,171.88
			01-4200-1300 HYDRO BILL				1,171.88
Vendor Total							2,251.61



# Accounts Payable

April 6, 2021 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 01/29/2021 to 03/31/2021 Paid Invoices Cheque Date 01/29/2021 to 03/31/2021

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
009300	IDEAL SUPPLY COMPANY LIM	2368046	HD CIRC TESTER	000231	03/15/2021	03/15/2021	12.42
			01-4100-0600 HD CIRC TESTER				12.42
090626	INGENIOUS SOFTWARE	7536	ONTARIO FIRE CODE	005545	03/15/2021	03/15/2021	565.00
			01-4100-0700 ONTARIO FIRE CODE				565.00
090678	LARRY BYE MOBILE REPAIR	25203	SENSOR FOR INJECTION CONTROL	005533	03/05/2021	03/05/2021	858.63
			01-4200-1030 SENSOR FOR INJECTION CONTROL				858.63
090812	LUKE DOWNEY	2021-01	CPR/FIRST AID TRAINING	005527	02/17/2021	02/17/2021	180.80
			01-4100-1500 CPR/FIRST AID TRAINING				180.80
090824	LUST FOR DUST	2021-01	MONTHLY CLEANING INVOICE	005522	02/04/2021	02/04/2021	406.80
			01-4200-1980 MONTHLY CLEANING INVOICE				406.80
090824	LUST FOR DUST	2021-02	MONTHLY CLEANING INVOICE	005546	03/15/2021	03/15/2021	406.80
			01-4200-1980 MONTHLY CLEANING INVOICE				406.80
Vendor Total							813.60
013125	M & L SUPPLY	5978	LOW RIDER HELMET RED	005534	03/05/2021	03/05/2021	542.80
			01-4200-0500 LOW RIDER HELMET RED				542.80
013125	M & L SUPPLY	6742	FREIGHT CHARGES FOR HELMET	005547	03/15/2021	03/15/2021	52.49
			01-4200-0500 FREIGHT CHARGES FOR HELEMT				52.49
Vendor Total							595.29
013530	MINISTER OF FINANCE	2020	2020 EHT ANNUAL RETURN	005528	02/17/2021	02/17/2021	3,159.93
			01-4200-0220 2020 EHT ANNUAL RETURN				3,159.93
090602	OLUF JENSEN	2021-01	COFFEE/DOUGHNUTS	005523	02/04/2021	02/04/2021	148.03
			01-4100-1200 COFFEE/DOUGHNUTS/REHAB				148.03
090753	OMERS	2021-SAL-01	OMERS PENSION	005524	02/04/2021	02/04/2021	1,139.68
			01-2900-6250 OMERS PENSION				1,139.68
090753	OMERS	2021-SAL-02	OMERS PENSION	005524	02/04/2021	02/04/2021	1,139.68
			01-2900-6250 OMERS PENSION				1,139.68
090753	OMERS	2021-SAL-03	OMERS PREMIUMS	005535	03/05/2021	03/05/2021	1,139.68
			01-2900-6250 OMERS PREMIUMS				1,139.68
090753	OMERS	2021-SAL-04	OMERS PREMIUMS	005535	03/05/2021	03/05/2021	1,304.04
			01-2900-6250 OMERS PREMIUMS				1,304.04
Vendor Total							4,723.08
090832	PAUL DOWNEY ELECTRIC LTI	1776	ESA REPAIRS	005548	03/15/2021	03/15/2021	457.65
			01-4200-1980 ESA REPAIRS				457.65
018200	RECEIVER GENERAL FOR CAI	20210032534	ANNUAL LICENSE -RADIO	005536	03/05/2021	03/05/2021	856.21

# Accounts Payable

April 6, 2021 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 01/29/2021 to 03/31/2021 Paid Invoices Cheque Date 01/29/2021 to 03/31/2021

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			01-4100-1000		ANNUAL LICENSE -RADIO		856.21
090796	SANIGEAR	6611	CLEAN/TEST/INSP/REPAIR S	005537	03/05/2021	03/05/2021	808.01
			01-4200-0500		CLEAN/TEST/INSP/REPAIRS		808.01
090738	SHELBURNE FREE PRESS NE 7225		2020 RECRUITMENT DRIVE	005538	03/05/2021	03/05/2021	51.98
			01-4100-0550		2020 RECRUITMENT DRIVE		51.98
006350	SHELBURNE HOME HARDWAF321017/1		BOOSTER CABLES/GARGABE BAGS	005539	03/05/2021	03/05/2021	68.34
			01-4100-0600		BOOSTER CABLES/GARGABE BAGS		68.34
006350	SHELBURNE HOME HARDWAF322295/1		HEX BOLT/SPRAY PAINT	005549	03/15/2021	03/15/2021	10.02
			01-4100-0600		HEX BOLT/SPRAY PAINT		10.02
090573	SUNCOR ENERGY PRODUCTS 21 02 02		FUEL FOR TRUCKS	000218	02/04/2021	02/04/2021	517.97
			01-4200-1060		FUEL FOR TRUCKS		517.97
090573	SUNCOR ENERGY PRODUCTS 21 03 02		FUEL FOR TRUCKS	000229	03/05/2021	03/05/2021	327.01
			01-4200-1060		FUEL FOR TRUCKS		327.01
Vendor Total							844.98
090538	TD CANADA TRUST	2021-02	PIZZA-STRUCTURE FIRE	000221	02/17/2021	02/17/2021	40.25
			01-4200-0150		PIZZA-STRUCTURE FIRE		40.25
090538	TD CANADA TRUST	2021-03	MONTHLY VISA STMT	000237	03/23/2021	03/23/2021	1,072.13
			01-4200-1010		LAMP		354.81
			01-4100-0550		PRINTER PARTS		29.77
			01-4100-0550		LABEL TAPE		23.99
			01-4100-0550		INK CARTRIDGE		24.00
			01-4100-0550		STAMPS		103.96
			01-4200-0150		COFFEE/MUFFINS/DOUGHNUTS		35.60
			01-4200-1200		JAMIE DEMPSTER GOFUND ME		500.00
Vendor Total							1,112.38
090826	THE TILLSONBURG FIRE DEP, 21-0008		QUARTERLY DISPATCH SERVICE	005529	02/17/2021	02/17/2021	8,656.25
			01-4100-1900		QUARTERLY DISPATCH SERVICE		8,656.25
020650	TOWN OF SHELBURNE	465413	WATER &SEWER	000232	03/15/2021	03/15/2021	22.40
			01-4200-1300		WATER &SEWER		22.40
020650	TOWN OF SHELBURNE	461994	HEALTH BENEFITS JANUARY 2021	005525	02/04/2021	02/04/2021	807.07
			01-4200-0200		HEALTH BENEFITS JANUARY 2021		807.07
020650	TOWN OF SHELBURNE	461997	HEALTH BENEFITS FEBRUARY 2021	005525	02/04/2021	02/04/2021	807.07
			01-4200-0200		HEALTH BENEFITS FEBRUARY 2021		807.07
Vendor Total							1,636.54
090544	WAYNE BIRD FUELS	632334	FUEL FOR TRUCKS	000222	02/17/2021	02/17/2021	192.35

# Accounts Payable

April 6, 2021 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 01/29/2021 to 03/31/2021 Paid Invoices Cheque Date 01/29/2021 to 03/31/2021

Vendor Number Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
		01-4200-1060		FUEL FOR TRUCKS		192.35
					Unpaid Invoices	0.00
					Paid Invoices	41,716.02
					Invoices Total	41,716.02
					Selected G/L Account Total	41,716.02