



SHELburne & DISTRICT FIRE BOARD

AGENDA

November 2, 2021

7:00 pm Electronic Meeting - Zoom ID 840 2297 3352

1. Opening of Meeting
2. Additions or Deletions to Agenda
3. Approval of Agenda
4. Approval of Minutes – October 5, 2021
5. Disclosure of Pecuniary Interest
6. Public Question Period (15 min)
7. **Delegations / Deputations:**
 - 7.1 None
8. **Unfinished Business:**
 - 8.1 COVID-19 Vaccination Policy
 - 8.2 SDFD Washroom Renovation RFP
 - 8.3 2022 Operating and Capital Budgets
9. **New Business:**
 - 9.1 Letter to Amend Communications Agreement
10. **Chief's Report:**
 - 10.1 Monthly Reports – (October 2021)
 - 10.2 Update from Fire Chief
11. **Future Business:**
 - 11.1 SDFD & MMFD Boundary
12. Accounts & Payroll – (October 2021)
13. Confirming Motion; Adjournment & Next Meeting Date



SHELburne & DISTRICT FIRE BOARD

October 5, 2021

The Shelburne & District Fire Department **Board of Management** meeting was held electronically (Zoom ID 853 5597 6054) on the above mentioned date at 7:00 P.M.

Present

As per attendance record.

1. **Opening of Meeting**

1.1 Chair, Walter Benotto, called meeting to order at 7:00 pm.

2. **Additions or Deletions**

None.

3. **Approval of Agenda**

3.1 **Resolution # 1**

Moved by F. Nix – Seconded by H. Foster

BE IT RESOLVED THAT:

The Board of Management approves the agenda as presented.

Carried

4. **Approval of Minutes**

4.1 **Resolution # 2**

Moved by S. Grant – Seconded by G. Little

BE IT RESOLVED THAT:

The Board of Management adopt the minutes under the date of September 7, 2021 as circulated.

Carried

5. **Pecuniary Interest**

5.1 No pecuniary interest declared.

6. **Public Question Period**

6.1 No public present.

7. **Delegations / Deputations**

7.1 None.

8. **Unfinished Business**

8.1 **Closed Session**

Resolution # 3

Moved by E. Hawkins – Seconded by M. Mercer

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 # 4

Moved by W. Hannon – Seconded by E. Hawkins

BE IT RESOLVED THAT:

We do now rise and report progress at 7:34 pm.

Carried

Resolution # 5

Moved by S. Martin – Seconded by G. Little

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management approves a 1.5% increase effective September 1st, 2021 for the Fire Chief.

Carried

Resolution # 6

Moved by F. Nix – Seconded by M. Mercer

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management approves a Cost of Living Increase effective January 1, 2022 based on the Ontario CPI for the Fire Chief and Secretary-Treasurer.

Carried

8.2 Firefighter Compensation Review

The Chief reviewed the report with the Board. The Board directed the Chief to review the hourly rate for probationary firefighters for the next budget and to look into benefits for the firefighters.

Resolution # 7

Moved by G. Little – Seconded by H. Foster

BE IT RESOLVED THAT:

The Shelburne and District Fire Board of Management receives the 2022 Wage Schedule:

AND THAT the following changes be approved:

- Change in title from Training Coordinator to Training Officer
- Change in title from Acting Captain to Lieutenant
- Change in annual stipend for Lieutenant from \$400 to \$500
- Removing Annual Stipend for Firefighters 1 to 4
- Change in Thursday Night Training pay from \$35/\$40 per night to hourly rate
- Change in Officer's Meeting pay from \$60 per meeting to hourly rate
- Change in Board meeting pay from \$100 per meeting to hourly rate
- Change "Loss of Days Pay" to "Approved Additional Training"
- Change Mileage expenses from \$0.50 per km to the Revenue Canada Rate; currently \$0.59 per km
- Cost of Living for every year forward started in 2023 for the firefighters.

Carried

8.3 2022 Operating and Capital Budgets

The Board briefly discussed.

9. **New Business**

9.1 **COVID-19 Vaccination Policy**

The Board directed the Chief to draft a policy similar to the County of Dufferin and bring it back to the November meeting.

9.2 **SDFD Washroom Renovation RFP**

The Chief advised the Board that the RFP closes on October 15th.

12. **Accounts & Payroll – September 2021**

12.1 **Resolution # 8**

Moved by S. Grant – Seconded by G. Little

BE IT RESOLVED THAT:

The bills and accounts in the amount of \$27,276.64 for the period of September 1,2021 to September 30, 2021, as presented and attached be approved for payment.

Carried

10. **Chief's Report**

10.1 **Monthly Reports (September 2021)**

There was a total of 22 incidents for the month of September.

10.2 **Update from the Fire Chief**

The Chief advised that there are currently 2 inspections in progress and 2 completed. Firefighters participated in 6 training sessions. We returned to regular Thursday night training.

The Chief issued the RFP for Washroom renovations. The Chief attended the OAFCA annual conference and trade show virtually.

11. **Future Business:**

11.1 **SDFD & MMFD Boundary.**

13. **Confirming and Adjournment**

13.1 **Resolution # 9**

Moved by E. Hawkins – Seconded by M. Mercer

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 # 10**

Moved by S. Martin – Seconded by E. Hawkins

BE IT RESOLVED THAT:

The Board of Management do now adjourn at 8:25 pm to meet again on November 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 October 5, 2021

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

COVID 19 VACCINE POLICY

As always, the Shelburne and District Fire Department (SDFD) is committed to providing a safe working environment and taking every precaution reasonable in the circumstances for the protection of our employees, volunteers, contractors, elected officials and members of the public, from the hazard of COVID-19. A key element to help ensure this protection is putting in place a program requiring that staff and volunteers are Fully Vaccinated (defined below) against COVID-19. The Shelburne and District Fire Department has a legal duty under the Occupational Health and Safety Act (OHSA), to take every reasonable precaution to protect workplace health and safety, including hazards posed by infectious disease such as COVID-19 and associated variants.

The Shelburne and District Fire Board of Management (SDFB) considers vaccinations to be fundamental to the protection of individuals and the community, and to be consistent with the best available public health advice for prevention of the spread of COVID-19 and variants. This policy recognizes that those who are unvaccinated or partially vaccinated pose a significantly increased risk of becoming seriously ill from COVID-19 and of spreading the SARS-CoV-2 virus to others, with significant impact on human health and service continuity. This policy aims to achieve full vaccination amongst Department employees and volunteers in alignment with Public Health recommendations and subject to limited exceptions in accordance with the Human Rights Code (Ontario).

PURPOSE:

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements the Shelburne and District Fire Board of Management has of employees with respect to COVID-19 and vaccinations

SCOPE:

This policy applies to all Shelburne and District Fire Department employees and volunteers. All new SDFD employees are required to be Fully Vaccinated against COVID-19 as a condition of being hired by the SDFD, subject to limited exceptions in accordance with the Human Rights Code (Ontario). The SDFD also reserves the right to amend this policy as the SDFB determines to be appropriate or required

DEFINITIONS:

Fully Vaccinated

An individual is defined as "Fully Vaccinated" once 14 days have passed after receiving their second dose of a two-dose COVID-19 vaccine series or their first dose of a one-dose COVID19 vaccine series that is approved by Health Canada. This definition may be further broadened to include any additional doses of COVID-19 vaccination recommended by Health Canada.

PROCEDURES:

Responsibilities

All levels of management are responsible for the administration of this Policy.

Officers are expected to:

- lead by example
- provide proof of their COVID-19 Vaccination status and meet all other requirements outlined in this policy; and,
- ensure employees provide proof of their COVID-19 Vaccination Status, as outlined in this policy; and,
- ensure employees complete any required education or training related to Infection Prevention and Control, COVID-19 vaccinations and safety protocols
- create and foster a work environment free from harassment and disrespectful behaviour, as outlined in the SDFD's Workplace Violence and Harassment Prevention Policy

Firefighters are expected to:

- follow all health and safety policies and protocols;
- provide proof of their COVID-19 Vaccination status and meet the requirements outlined in this policy; and
- complete any required education or training related to Infection Prevention and Control, COVID-19 vaccinations and safety protocols.
- Foster a work environment free from harassment and disrespectful behaviour, as outlined in the SDFD's Workplace Violence and Harassment Prevention Policy

Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all SDFD employees, elected officials, volunteers, and contractors, are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided Personal Protective Equipment (PPE), maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in SDFD business.

Confidentiality

The information collected under this policy will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols and infection and prevention control measures in the workplace, in accordance with applicable privacy legislation.

Proof of Vaccination Status

The SDFD requires all employees to disclose their COVID-19 vaccination status. This requirement includes any applicable future COVID-19 vaccination(s) as determined by the Health Canada or the Ontario Ministry of Health. By December 1, 2021, employees who have received one or more doses of an approved COVID-19 vaccine are required to provide proof of vaccination to the SDFB's Secretary- Treasurer. The only acceptable proof of vaccination is the COVID-19 Vaccine Dose Administration Receipt or other documentation provided by the Ministry of Health/Public Health, or equivalent out-of-province health body to the person who was vaccinated. Individuals can download copies of their vaccination documentation at this link: covid19.ontariohealth.ca.

Individuals who have an outdated (red and white) health card or who do not have a health card issued by the province of Ontario can call 1-833-943-3900.

Employees and volunteers may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home

because of the daily screening tool in order to comply with the clearance criteria to return to work (e.g., after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

All new employees must provide the required proof of vaccination prior to commencing their employment. This policy shall form one of the conditions of employment which new employees accept as part of an offer of employment into such positions.

Request for Medical Exemptions for COVID-19 Vaccination

If an employee has a medical reason for not being vaccinated now or in the future, it is the individual's responsibility to provide the required medical documentation from a licensed physician or nurse practitioner to the SDFB Secretary-Treasurer, that sets out

- (i) a documented medical reason for not being Fully Vaccinated against COVID-19, and
- (ii) the effective time-period for the medical reason.

Medical exemptions will be considered based on the criteria as set out by the Ministry of Health. This information is to be submitted to the SDFB Secretary-Treasurer by December 1, 2021. The documentation will be forwarded to a third-party human resources firm for evaluation. The Fire Chief will be notified as to the outcome of their assessment. The SDFD will work with the individual to determine whether and how they may be accommodated, as required, in accordance with the Human Rights Code (Ontario). Without limitation, such measures may include changes to work assignments, as well as regular rapid antigen testing.

Request for Exemption under the Ontario Human Rights Code for COVID-19 Vaccination

An employee may submit a written request for exemption under the Ontario Human Rights Code. The request must include an explanation of the ground and/or any supporting documentation to assist in the determination of exemption. Exemption requests and any related accommodation provisions under the Ontario Human Rights Code will be reviewed with the employee in consultation with a third-party human resources firm. This information must be provided to SDFB Secretary-Treasurer in accordance with the established process by no later than December 1, 2021. The SDFD will work with the individual to determine whether and how they may be accommodated, as required, in accordance with the Human Rights Code (Ontario). Without limitation, such measures may include changes to work assignments, as well as regular rapid antigen testing.

Rapid Antigen Testing

Effective Monday, December 6, 2021, employees must participate in regular rapid antigen testing, as determined by the SDFD, and confirm completion of testing and results to Chief Officers or designate until such time as they are considered Fully Vaccinated, if any of the following apply:

1. The individual has not received a complete COVID-19 vaccine series, or it has not been 14 days since their final dose of a complete COVID-19 vaccine series; or
2. The individual has not met requirements related to additional dose(s) as may be determined by Health Canada or the Ontario Ministry of Health; or
3. The individual has not disclosed their vaccination status as required; or
4. The individual has not provided proof of vaccination as required; or
5. The individual requires an exemption from the vaccination requirement in accordance with the Human Rights Code (Ontario), provided that all necessary documentation is submitted and kept updated to substantiate the exemption. Testing frequency and timing will be at 3 day intervals. Cost of this testing will be paid by the SDFD.

Should an individual test positive on an antigen test, they are required to remain out of the workplace, notify the Chief Officers and the SDFB Secretary-Treasurer, complete a PCR test and follow the direction of Public Health until they are able to return to the workplace based on Public Health guidance.

The SDFD otherwise reserves the right to require rapid antigen testing of any employee at any time.

Vaccine Education Requirements

Every employee who has chosen not to be vaccinated, without an exemption (as noted above), will be required to actively participate in a mandatory vaccine training session(s) outlining:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- Benefits of vaccination against COVID-19;
- Risks of not being vaccinated against COVID-19 and
- Possible side effects of COVID-19 vaccination.

The SDFD will pay the employee their regular rate to attend this training.

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The SDFD will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of those in the workplace, volunteers, contractors, elected officials and the public that they serve. To that end, and in consultation with Wellington-Dufferin-Guelph Public Health (WDGPH) and occupational health and safety resources, the SDFD will continue to assess other available workplace risk mitigation measures. If it is determined that changes to precautions are necessary and/or appropriate, the Shelburne and District Fire Board of Management may decide to remove existing measures and/or deploy new measures (including at an individual level) to protect employees, volunteers, contractors, and elected officials and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

Non-Compliance with Policy

Employees who fail to comply with this policy (i.e. who refuse to disclose their vaccination status, complete required education or who refuse to undergo rapid antigen testing) will be subject to disciplinary action up to, and including, termination of employment. In addition, knowingly providing falsified documentation will result in disciplinary action up to, and including, termination of employment.

Training

All employees to whom this policy applies will have this policy shared with them on, or as soon as possible following, the effective Date of this policy. All new hires will have the policy shared with them on their first day of employment, or prior to commencement of first day of employment, where possible. Employees will be required to acknowledge that they have read and understood the policy. Any questions about this policy can be directed to Health and Safety.

REFERENCES

WDGPH – eBooking
Ontario Human Rights Code
Occupational Health and Safety Act



FIRE SERVICES REPORT 21-02

TO: Chairman and Members of Fire Board
FROM: Ralph Snyder – Fire Chief
DATE: November 2, 2021
SUBJECT: RFP 2021-02 Fire Hall Renovations

RECOMMENDATION

That the Shelburne and District Fire Board receive Fire Services Report # 21-02
And that the Board recommend a vendor to complete fire hall renovations based on RFP 2021-02

PURPOSE/BACKGROUND

RFP 2021-02 was issued September 21, 2021, and closed on October 15, 2021
Two bids were received and opened on October 25, 2021, by the Fire Chief and 2 board members. Both bids met the technical requirements to qualify for consideration.

ANALYSIS AND DISCUSSION

Preliminary ranking was completed by staff and a board member without opening of pricing forms Appendix A attached demonstrates current evaluation.

LEGAL IMPLICATIONS

A contract will be negotiated with the approved vendor by the Fire Chief.

FINANCIAL IMPLICATIONS

This project is allotted for in the approved 2021 capital budget to a maximum of \$50,000

POLICY IMPLICATIONS

None

CONSULTATIONS

None

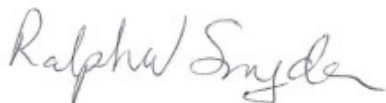
NEXT STEPS

Negotiate contract with board approved vendor

ATTACHMENTS

Appendix A – to be finalized at Fire Board meeting of November 2, 2021, upon opening of pricing form submissions

Prepared by:

A handwritten signature in cursive script that reads "Ralph Snyder".

Ralph Snyder
Fire Chief

RFP 2021-02 Renovations to Firehall

Evaluation Matrix

	Vendor # 1	Vendor # 2
Experience and Qualifications	12	8
Schedule	4	6
Design Excellence and Creativity	18	12
Local to SDFD Response Area	0	15
Total Rated Criteria (must score 56 out of 75 points to proceed to Stage III)	34	41
Pricing		
Total Points	34	41

SHELBURNE & DISTRICT FIRE BOARD

2022 OPERATING BUDGET

PRESENTED: November 2, 2021

ACCOUNT NUMBER	ACCOUNT NAME	2021 BUDGET	2021 TO DATE	2022 BUDGET
EXPENDITURES				
4100-0100	Treasurer	\$ 1,000.00	\$ 600.00	\$ 800.00
4100-0300	Secretarial Services	\$ 38,275.00	\$ 30,218.81	\$ 38,000.00
4100-0400	Legal & Audit & HR Services	\$ 7,500.00	\$ 3,459.84	\$ 6,500.00
4100-0500	Mutual Aid Contributions	\$ 1,000.00		\$ 1,000.00
4100-0550	Office Supplies	\$ 3,000.00	\$ 2,070.17	\$ 3,000.00
4100-0600	Material & Supplies	\$ 2,250.00	\$ 2,053.89	\$ 3,000.00
4100-0700	Services & Rentals	\$ 4,500.00	\$ 4,447.54	\$ 6,000.00
4100-1100	MTO/ARIS Fees	\$ 1,000.00	\$ 690.00	\$ 850.00
4200-1650	IT Support Dufferin County	\$ 1,500.00		\$ 1,500.00
4100-0800	Subscriptions & Memberships	\$ 700.00	\$ 425.41	\$ 700.00
4100-0900	Conventions & Conferences	\$ 4,000.00	\$ 554.58	\$ 2,500.00
4100-1000	Licence Renewal	\$ 850.00	\$ 856.21	\$ 900.00
4100-1200	Health & Safety Expenses	\$ 5,000.00	\$ 1,463.27	\$ 5,000.00
4100-1300	Fire Prevention/Pub Ed	\$ 6,000.00	\$ 5,297.70	\$ 6,000.00
4100-1500	Training - Courses/Expense	\$ 15,000.00	\$ 4,983.05	\$ 15,000.00
4100-1800	Communication Equipment	\$ -	\$ -	\$ 1,000.00
4100-1900	Dispatch	\$ 37,000.00	\$ 25,968.75	\$ 45,000.00
4200-0100	Fire Call Wages	\$ 131,250.00	\$ 67,421.58	\$ 131,250.00
4200-0102	Full-time Staff Wages	\$ 118,864.00	\$ 98,384.15	\$ 124,000.00
4200-0103	VFF Salaries/Standby/Meetings	\$ 39,500.00	\$ 34,963.24	\$ 39,500.00
4200-0105	Training Wages	\$ 32,500.00	\$ 25,970.00	\$ 32,500.00
4200-0110	Employers Portion - EI	\$ 3,500.00	\$ 1,927.05	\$ 2,500.00
4200-0120	Employers Portion - CPP	\$ 8,500.00	\$ 8,056.76	\$ 11,000.00
4200-0150	Mileage & Meals	\$ 400.00	\$ 262.99	\$ 400.00
4200-0200	Benefits (Manulife & VFIS)	\$ 11,000.00	\$ 11,965.73	\$ 17,250.00
4200-0210	WSIB	\$ 17,000.00	\$ 11,825.77	\$ 16,000.00
4200-0220	Employer Health Tax	\$ 4,000.00	\$ 3,159.93	\$ 4,000.00
4200-0300	OMERS Pension Plan	\$ 13,000.00	\$ 11,911.04	\$ 15,000.00
4200-0400	Employee Assistance Program	\$ 1,000.00	\$ 708.25	\$ 750.00
4200-0500	Protective Clothing/Uniforms	\$ 3,500.00	\$ 4,776.00	\$ 4,500.00
4200-0800	SCBA Maintenance	\$ 2,000.00	\$ 737.76	\$ 2,000.00
4200-1005	Truck R&M - Pump 24	\$ 4,000.00	\$ 1,902.22	\$ 3,000.00
4200-1010	Truck R&M - Car 21	\$ 2,000.00	\$ 1,038.47	\$ 2,000.00
4200-1015	Truck R&M -Car 22	\$ -	\$ -	\$ 1,500.00
4200-1020	Truck R&M - Tanker 25	\$ 4,000.00	\$ 5,983.90	\$ 2,500.00
4200-1030	Truck R&M - Rescue 26	\$ 4,000.00	\$ 4,099.78	\$ 3,000.00
4200-1040	Truck R&M - Pump 27	\$ 4,000.00	\$ 1,591.88	\$ 3,000.00
4200-1050	Truck R&M - Ladder 28	\$ 4,000.00	\$ 1,612.24	\$ 3,000.00
4200-1060	Fuel for Trucks	\$ 8,000.00	\$ 6,874.20	\$ 9,500.00
4200-1100	Insurance Premium	\$ 45,000.00	\$ 41,767.07	\$ 51,000.00
4200-1200	Miscellaneous/Recognition Night	\$ 2,500.00	\$ 529.00	\$ 2,750.00
4200-1250	Expressions of Sympathy	\$ 250.00	\$ -	\$ -
4200-1300	Utilities (Gas/Hydro/Water/Sewer)	\$ 22,500.00	\$ 14,576.34	\$ 20,000.00
4200-1400	Bell Canada (Dispatch Line)	\$ 950.00	\$ 759.80	\$ 950.00
4200-1500	Bell Canada (Admin Line)	\$ 1,650.00	\$ 1,100.24	\$ 1,350.00
4200-1550	Bell Mobility	\$ 1,600.00	\$ 1,124.43	\$ 1,400.00
4200-1600	Vaccination & Driver Medicals	\$ 400.00	\$ 765.00	\$ 800.00
4200-1700	Bank Service Charges	\$ 725.00	\$ 597.00	\$ 725.00
4200-1750	Ceridian Payroll	\$ 2,500.00	\$ 1,724.17	\$ 2,700.00
4200-1800	New Equipment Acquisition	\$ 5,000.00	\$ 1,049.74	\$ 5,000.00
4200-1810	Equipment Maintenance	\$ 2,500.00	\$ 3,511.26	\$ 4,000.00
4200-1860	FF Association Expenses	\$ -	\$ 435.61	\$ -
4200-1900	TSF Bell Tower Lease to Capital			
4200-1980	Building Maintenance	\$ 5,500.00	\$ 6,426.59	\$ 7,500.00
4200-1840	Purchases from Grants		\$ 4,320.84	
4200-2000	Interest on Temporary Loans	\$ 600.00		\$ 600.00
4200-2100	Fire Hydrants	\$ 7,500.00		\$ 7,500.00
4200-2500	Uncollectible Accounts	\$ -		
	TOTAL EXPENSES	\$ 643,764.00	\$ 466,949.25	\$ 671,175.00

Increase in Expenses over Previous Year 4.26%

REVENUES:

3000-0500	Interest on Current Account	\$ 500.00	\$ 128.15	\$ 200.00
3000-0600	Inspections Revenue	\$ 5,000.00	\$ 18,416.62	\$ 3,000.00
3000-0800	MTO / County / Insurance MVC Revenue	\$ 40,000.00	\$ 6,021.00	\$ 40,000.00
3000-0850	Hydro / Enbridge Revenue			\$ 5,000.00
3000-0900	False Alarm / Fire Rep / Misc. Revenue	\$ 5,000.00	\$ 15,375.00	\$ 500.00
3000-2000	Provincial Grant		\$ 6,600.00	
	Partial Use of Surplus to Offset 2016			
	SUBTOTAL REVENUES	\$ 50,500.00	\$ 46,540.77	\$ 48,700.00
	Operating Reserve	\$ 26,500.00		\$ 35,000.00
2900-0000	Surplus/Deficit from Previous Year			
	TOTAL REVENUES	\$ 77,000.00	\$ 46,540.77	\$ 83,700.00

TOTAL OPERATING LEVY	\$ 566,764.00	\$ 587,475.00
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Decrease over Previous Year -3.56%

Increase over Previous Year 3.65%

**SHELBURNE & DISTRICT FIRE DEPT
CAPITAL PLAN
2021 - 2031**

Opt 1

CAPITAL PLAN

YEAR	ADOPTED											
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Opening Balance	\$ 528,683.55	\$ 638,686.73	\$ 266,686.73	\$ 474,686.73	\$ 302,686.73	\$ 350,686.73	\$ 848,686.73	\$ 1,436,686.73	\$ 2,134,686.73	\$ 2,952,686.73	\$ 3,835,686.73	\$ 4,743,686.73
Transfers In												
Plus: Interest	\$ -	\$ -	\$ -	\$ -								
Plus: Special Capital Levy (prev \$93,000)	\$ 185,000.00	\$ 235,000.00	\$ 295,000.00	\$ 365,000.00	\$ 445,000.00	\$ 535,000.00	\$ 635,000.00	\$ 745,000.00	\$ 865,000.00	\$ 995,000.00	\$ 1,135,000.00	\$ 1,285,000.00
Plus: Surplus from Previous Year	\$ 20,003.18	\$ -	\$ -	\$ -								
Plus: Sale of Pumper	\$ -	\$ 5,000.00	\$ -	\$ -								
Plus: Bell Tower Lease	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Transfers Out												
Less: Re-certify E-One Aerial Truck - Ladder 28	\$ -	\$ -	\$ -	\$ -			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Less: Replace Fire Pick Up - Car 21	\$ -	\$ -	\$ -	\$ -						\$ 65,000.00		
Less: Purchase Pumper Truck - Pump 24	\$ -	\$ -	\$ -	\$ -								
Less: Replace Pumper Truck - Pump 27		\$ -575,000.00										
Less: Rescue Truck - Rescue 26				\$ -500,000.00								
Less: Refurbish Tanker Truck - Tanker 25					\$ -300,000.00							
Less: Purchase Fire SUV - Car 22	\$ -15,000.00				\$ -60,000.00							
Less: Replace SCBA's	\$ -	\$ -	\$ -	\$ -							\$ 180,000.00	
Less: Generator												
Less: Truck Exhaust Control System												
Less: Contamination Room Reno												
Less: Repave Parking Lot	\$ -	\$ -	\$ -	\$ -								
Less: Purchase Extrication Equipment												
Less: Washroom Renovation	\$ -50,000.00											
Less: Building Replacement/Addition												\$ -5,000,000.00
Less: Communication Equipment	\$ -7,500.00	\$ -10,000.00	\$ -10,000.00	\$ -10,000.00	\$ -10,000.00	\$ -10,000.00	\$ -10,000.00	\$ -10,000.00	\$ -10,000.00	\$ -10,000.00	\$ -10,000.00	\$ -10,000.00
Less: Protective Clothing	\$ -13,000.00	\$ -17,500.00	\$ -17,500.00	\$ -17,500.00	\$ -17,500.00	\$ -17,500.00	\$ -17,500.00	\$ -17,500.00	\$ -17,500.00	\$ -17,500.00	\$ -17,500.00	\$ -17,500.00
Less: New Equipment	\$ -17,000.00	\$ -17,000.00	\$ -17,000.00	\$ -17,000.00	\$ -17,000.00	\$ -17,000.00	\$ -17,000.00	\$ -17,000.00	\$ -17,000.00	\$ -17,000.00	\$ -17,000.00	\$ -17,000.00
Less: SCBA Filling Station	\$ -	\$ -	\$ -50,000.00									
Ending Balance	\$ 638,686.73	\$ 266,686.73	\$ 474,686.73	\$ 302,686.73	\$ 350,686.73	\$ 848,686.73	\$ 1,436,686.73	\$ 2,134,686.73	\$ 2,952,686.73	\$ 3,835,686.73	\$ 4,743,686.73	\$ 981,686.73

Rolling Stock List of Vehicles	Year to Replace
2004 International Rescue Truck	2024
1999 Freightliner Pumper Truck	2022
2009 Tanker Truck	2024
2017 Ford Explorer	2025
2012 E-One Aerial Truck	2037
2012 Ford F150 Crew Cab	2030
2018 Spartan Metrostar-X Pumper	2033

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

Equipment Replacement Dates	Year to Replace
2016 SCBA	2031
2018 Extrication Equipment	2033
2009 Extrication Equipment	2034
Generator	2035

**SHELBURNE & DISTRICT FIRE DEPT
CAPITAL PLAN
2021 - 2031**

Opt 2

CAPITAL PLAN

YEAR	ADOPTED											
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
Opening Balance	\$ 528,683.55	\$ 638,686.73	\$ 291,686.73	\$ 549,686.73	\$ 452,686.73	\$ 600,686.73	\$ 1,223,686.73	\$ 1,961,686.73	\$ 2,834,686.73	\$ 3,852,686.73	\$ 4,960,686.73	\$ 6,118,686.73
Transfers In												
Plus: Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Special Capital Levy (prev \$93,000)	\$ 185,000.00	\$ 260,000.00	\$ 345,000.00	\$ 440,000.00	\$ 545,000.00	\$ 660,000.00	\$ 785,000.00	\$ 920,000.00	\$ 1,065,000.00	\$ 1,220,000.00	\$ 1,385,000.00	\$ 1,560,000.00
Plus: Surplus from Previous Year	\$ 20,003.18	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Sale of Pumper	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: Bell Tower Lease	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Transfers Out												
Less: Re-certify E-One Aerial Truck - Ladder 28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Less: Replace Fire Pick Up - Car 21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000.00	\$ -	\$ -
Less: Purchase Pumper Truck - Pump 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Replace Pumper Truck - Pump 27	\$ -	\$ 575,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Rescue Truck - Rescue 26	\$ -	\$ -	\$ -	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Refurbish Tanker Truck - Tanker 25	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Purchase Fire SUV - Car 22	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Replace SCBA's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000.00	\$ -
Less: Generator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Truck Exhaust Control System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Contamination Room Reno	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Bunker Gear Room	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Repave Parking Lot	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Purchase Extrication Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Washroom Renovation	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: Building Replacement/Addition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000.00
Less: Communication Equipment	\$ 7,500.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Less: Protective Clothing	\$ 13,000.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00	\$ 17,500.00
Less: New Equipment	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
Less: SCBA Filling Station	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 638,686.73	\$ 291,686.73	\$ 549,686.73	\$ 452,686.73	\$ 600,686.73	\$ 1,223,686.73	\$ 1,961,686.73	\$ 2,834,686.73	\$ 3,852,686.73	\$ 4,960,686.73	\$ 6,118,686.73	\$ 2,631,686.73

Rolling Stock List of Vehicles	Year to Replace
2004 International Rescue Truck	2024
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2009 Tanker Truck	2024
2017 Ford Explorer	2025
2012 E-One Aerial Truck	2037
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Equipment Replacement Dates	Year to Replace
2016 SCBA	2031
2018 Extrication Equipment	2033
2009 Extrication Equipment	2034
Generator	2035



Town of Tillsonburg
Fire and Rescue Services

80 Concession Street East, Tillsonburg, ON N4G 4Z8

Tel: (519) 688-3009

Fax: (519) 842-5528

October 14, 2021

Ralph Snyder, Fire Chief
114 O'Flynn St
Shelburne, ON
L9V 2W9

Dear Chief Snyder:

Thank you for your willingness to discuss our *Fire Communications Service Agreement* on October 13, 2021.

Pursuant to the *Fire Communications Service Agreement* (herein referred to as the *Agreement*) between the Town of Tillsonburg (Herein referred to as the Town) and the Shelburne and District Fire Board (Herein referred to as the Board) Paragraph 15 & 16, the Town wishes to amend the *Agreement* by written memorandum. This letter constitutes official written notice of the Town's desire to amend the terms of the *Agreement*.

During 2020/21 the Town of Tillsonburg upgraded its communication center / dispatch consoles / phone system / processes and Computer Aided Dispatch (CAD) equipment to improve customer service and ensure compatibility with Next Generation 911 (NG-911) requirements. Additionally, the Town experienced increases in staffing costs related to increasing coverage, storms, multiple incidents, COVID -19, PTSD and Mental health.

The Tillsonburg Fire Communications prides itself on providing exceptional customized full service "fire only" communications services to small-medium sized composite/paid on-call/volunteer fire services with dedicated, professional full and part time staff at competitive market value.

The intent of the proposed Amendments is to realign actual costs for Fire Communication Services with the Board to ensure a fair and standardized fee structure and maintain a sustainable Fire Communications Service delivery



model as we transition to NG-911 and deliver quality Fire Communications Services into the future.

The Town proposes to amend the current *Agreement*, specifically Article 2 & 3, of Schedule “B” regarding the annual fee for per resident person residing within the response area of the Board and to advise the Board its proportional costs for NG-911 capital costs.

The Town proposes an increase in the annual fee per resident person residing in the response area of the Board **from \$2.77 to 3.60** based on the most current Canada Census report or **\$34,625 to \$45,000 annually** effective January 01, 2022.

The Town is further advising the Board that the proportional NG-911 infrastructure costs based on per capita cost to all Fire Communications Service partners will be in the range of \$15,625 – \$18,500 or \$1.25 – 1.50 per resident person residing within the response area of the Board, based of current 2022 census data. (NG-911 costs are approximate as total costs for NG-911 will not be known until complete implementation in 2024).

The Town recognizes the parties enjoy a mutually beneficial Fire Communications partnership and the Town endeavors to maintain this valued partnership. The Town recognizes the proposed fee increase may be challenging for the Board to fund in a single budget year, however, assures the Board the fee increase is necessary to ensure a sustainable Fire Communications Service partnership.

To assist the Board in funding NG-911 infrastructure costs the Town proposes either a one time up front payment of between \$15,625 – \$18,500 for total (NG-911) costs in 2024 after total implementation costs are determined or alternatively, over a 5-year contract renewal period at an additional annual per capita increase of \$.25 - \$.50 fee per resident person residing in the response area of the Board commencing in January 01, 2022.

The Town, recognizes that the Board may not agree with the proposed Amendments and may issue Notice to Withdraw from the *Agreement* pursuant to paragraph nine of the *Agreement*.



The Town values our continued partnership and our ultimate shared goal of reliable and sustainable quality Fire Communications Services at fair market value for all our communications partners.

I appreciate your understanding and our continued partnership. Please do not hesitate to contact me if you wish to further discuss the proposed Amendments further. My contact information is below.

Sincerely,

Shane Caskanette
Fire Chief
Tillsonburg Fire & Rescue Services
80 Concession St. East
Tillsonburg, ON N4G 4Z8
(519) 688-3009 ext. 4900
Cell: 519-535-7408
scaskanette@tillsonburg.ca



Shelburne & District Fire Department

Prepared for Board Meeting: 02-11-21

ACCOUNTS PAYABLE			2021
			October
4100	100-300	Secretarial/Treasurer Services	3,123.48
	400	Legal & Audit	
	500	Mutual Aid Contributions	
	550	Office Supplies	169.60
	600	Materials & Supplies	59.89
	700	Service & Rent	121.09
	800	Subscriptions & Membership	
	900	Conventions & Conferences	
	1000	Licence Renewal	
	1100	MTO/Aris Fees	280.00
	1200	Health & Safety Expenses	
	1300	Fire Prevention	2,727.62
	1500	Training Courses/Training Expenses	373.82
	1800	Communication Equipment	
	1900	Dispatch Service	
4200	100	Fire Call Wages	
	102	FT Staff Wages/Stautory Ded/Pension	11,527.53
	103	Salaries & Stand By Meetings	
	105	Training Wages	
	200	Benefits/WSIB/EHT	4,457.56
	150	Mileage & Meals	37.32
	500	Protective Clothing/Uniforms	
	800	SCBA Maintenance	737.76
	1000	Truck Operations & Maintenance	210.63
	1060	Fuel	528.82
	1100	Insurance	
	1200	Misc/Xmas Dinner/Plaque	
	1300	Utilities (Heat/Hydro/Water)	986.01
	1400	Telephone	284.59
	1600	Vaccination & Medicals	
	1650	Computer & IT Support	
	1700	Service Charges	
	1750	Ceridian Payroll	173.53
	1800	New Equipment Acquisition	688.50
	1810	Equipment Maintenance	
	1840	Purchases from Grants	
	1950	Purchase of Truck	
	1980	Building Maintenance	936.55
	1990	Firehall Expansion-Engineer	
	2100	Fire Hydrant Maintenance	
GRAND TOTAL			\$ 27,424.30

Accounts Payable

November 2, 2021 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2021 to 10/28/2021 Paid Invoices Cheque Date 10/01/2021 to 10/28/2021

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
090783	BELL 5199253431	5199253431-10-2021	Dispatch Line	000341	10/26/2021	10/26/2021	84.37
			01-4200-1400 Dispatch Line				84.37
002300	BELL 5199255111	5199255111-10-2021	Telephone	000342	10/26/2021	10/26/2021	105.09
			01-4200-1500 Telephone				105.09
090502	BELL MOBILITY	500168303-10-2021	MOBILE PHONE BILL	000343	10/26/2021	10/26/2021	126.56
			01-4200-1550 MOBILE PHONE BILL				126.56
090723	CERIDIAN	2021-VFF-09	SERVICE CHARGE	000334	10/13/2021	10/13/2021	123.32
			01-4200-1750 SERVICE CHARGE				123.32
090723	CERIDIAN	2021-SAL-19	SERVICE CHARGE	000344	10/28/2021	10/28/2021	34.69
			01-4200-1750 SERVICE CHARGE				34.69
090723	CERIDIAN	2021-SAL-20	SERVICE CHARGE	000344	10/28/2021	10/28/2021	34.69
			01-4200-1750 SERVICE CHARGE				34.69
Vendor Total							192.70
090830	CRITERIUM-JANSEN ENGINEE 7969		MECHANICAL DRAWINGS	005645	10/13/2021	10/13/2021	1,899.81
			01-4200-1990 MECHANICAL DRAWINGS				1,899.81
003740	ENBRIDGE CONSUMERS GAS 122174110005-09-2021		GAS BILL	000335	10/13/2021	10/13/2021	98.39
			01-4200-1300 GAS BILL				98.39
090585	EXCEL BUSINESS SYSTEMS 428455		METER READING FOR SEPTEMBER	005652	10/28/2021	10/28/2021	77.26
			01-4100-0550 METER READING FOR SEPTEMBER				77.26
090743	EXCEL LEASING	259332	COPIER LEASE PAYMENT	000336	10/13/2021	10/13/2021	111.87
			01-4100-0700 COPIER LEASE PAYMENT				111.87
090793	FERNO CANADA	143529	ROPE EQUIPMENT/MED BAG	005646	10/13/2021	10/13/2021	1,384.84
			01-4200-1800 ROPE EQUIPMENT				764.55
			01-4200-1950 MED BAG				620.29
006500	FIRE MARSHAL'S PUBLIC FIRE IN 158929		FIRE PREVENTION SUPPLIES	005653	10/26/2021	10/26/2021	1,566.14
			01-4100-1300 FIRE PREVENTION SUPPLIES				1,566.14
006500	FIRE MARSHAL'S PUBLIC FIRE IN 158959		FIRE PREVENTION SUPPLIES	005653	10/26/2021	10/26/2021	1,462.78
			01-4100-1300 FIRE PREVENTION SUPPLIES				1,462.78
008970	HYDRO ONE NETWORKS INC 200064490621-10-2021		HYDRO BILL	000337	10/13/2021	10/13/2021	1,019.13
			01-4200-1300 HYDRO BILL				1,019.13
090824	LUST FOR DUST	2021-09	MONTHLY CLEANING INVOICE	005647	10/13/2021	10/13/2021	406.80
			01-4200-1980 MONTHLY CLEANING INVOICE				406.80
090753	OMERS	2021-SAL-20	OMERS PREMIUMS	000345	10/28/2021	10/28/2021	1,214.46

Accounts Payable

November 2, 2021 Board Meeting

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2021 to 10/28/2021 Paid Invoices Cheque Date 10/01/2021 to 10/28/2021

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Chq Nbr	Invoice Date	Entry Date	Amount
			01-2900-6250	OMERS PREMIUMS			1,214.46
090753	OMERS	2021-SAL-19	OMERS PREMIUMS	000345	10/28/2021	10/28/2021	1,257.28
			01-2900-6250	OMERS PREMIUMS			1,257.28
Vendor Total							2,471.74
015755	ORANGEVILLE FIRE EQUIPME	92765	ANNUAL INSP/SCBA TESTING	005648	10/13/2021	10/13/2021	1,452.45
			01-4200-1980	ANNUAL INSPECTION			633.20
			01-4200-0800	SCBA TESTING X 8			819.25
019550	SHELBURNE TIRE & TOWING	113097	OIL CHANGE	005649	10/13/2021	10/13/2021	96.24
			01-4200-1010	OIL CHANGE			96.24
090840	STILLWATER CONSULTING	LII3936	FLMS MONTHLY FEE	005650	10/13/2021	10/13/2021	415.11
			01-4100-1500	FLMS MONTHLY FEE			415.11
090573	SUNCOR ENERGY PRODUCTS	21 10 04	FUEL FOR TRUCKS	000338	10/13/2021	10/13/2021	523.82
			01-4200-1060	FUEL FOR TRUCKS			523.82
090538	TD CANADA TRUST	2021-10	MONTHLY VISA STMT	000339	10/13/2021	10/13/2021	642.64
			01-4100-0550	STAMPS			103.96
			01-4100-0700	ZOOM			22.60
			01-4100-1100	MTO ARIS			280.00
			01-4200-1005	STREAMLIGHT CHARGE BOARD			123.96
			01-4100-0600	FIRST AID SUPPLIES			39.44
			01-4100-0550	FILING CABINETS X 3			7.12
			01-4100-0600	BLOOD PRESSURE KIT			28.24
			01-4200-0150	MEAL-CHIEF			37.32
020650	TOWN OF SHELBURNE	481192	HEALTH BENEFITS FOR SEPTEMBER	005651	10/13/2021	10/13/2021	828.79
			01-4200-0200	HEALTH BENEFITS FOR SEPTEMBER			828.79
020650	TOWN OF SHELBURNE	481337	HEALTH BENEFITS FOR OCT 2021	005654	10/26/2021	10/26/2021	828.79
			01-4200-0200	HEALTH BENEFITS FOR OCT 2021			828.79
Vendor Total							1,657.58
090544	WAYNE BIRD FUELS	667589	FUEL FOR TRUCKS	000346	10/26/2021	10/26/2021	63.39
			01-4200-1060	FUEL FOR TRUCKS			63.39
023750	WORKPLACE SAFETY INSURANCE	2021-Q3	QUARTERLY WSIB PREMIUM	000340	10/13/2021	10/13/2021	2,895.74
			01-4200-0210	QUARTERLY WSIB PREMIUM			2,895.74
Unpaid Invoices							0.00
Paid Invoices							18,754.45
Invoices Total							18,754.45
Selected G/L Account Total							18,754.45