



STAFF REPORT

TO: Municipal Council

FROM: Marcia d'Eon, Director of Operations & Protective Services

APPROVED BY: Erin Hartley, Deputy CAO

DATE: February 14, 2024

SUBJECT: **Fire Advisory Committee – Budget 2024/25**

ORIGIN

Annual budget discussions with the Fire Advisory Committee (FAC) at the January 25, 2024 FAC meeting.

RECOMMENDATION

That, as recommended by the Fire Advisory Committee, the Council of the Municipality of the District of Shelburne approve the following fire items be included in budget discussions for 2024/25:

- General Operating Grants be increased by CPI of 3.6%.
- Capital Grants be maintained at \$5,000 per department; and
- Dry Hydrant/Fire Access Road budget be maintained at \$5,000; and
- WCB and Accident/Sickness Insurance both continue as is.
- Fire training be set at \$21000.

DISCUSSION

i. General Operating Grants

Each of the seven municipal volunteer fire departments receive an equal annual operating grant from the Municipality of Shelburne. Each year the Fire Advisory Committee requests CPI be added to their grant to maintain inflation of operating costs. CPI has been determined to be 3.6%. The Fire Departments are requesting consideration of CPI at 3.6% during budget discussions. The Base Grant is currently \$36,960 per department. If CPI at 3.6% is approved the base grant would increase accordingly. For example an increase of 3.6% CPI would result in approximately an additional \$1330.56/department.

As per our Fire Department Grants Policy, fire departments are required to submit all necessary documentation before receiving their annual grants, paid quarterly.

At the FAC meeting the committee made the following motion:

MOTION: FIRE DEPARTMENT OPERATING GRANTS INCREASE

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommend to Council that during 2024/25 budget discussions, an increase of CPI at 3.6% for all base municipal fire department operating grants be considered.

- Motion Carried

ii. Capital

Per our Capital Funding for Fire Departments Policy, each of our seven municipal volunteer fire departments receives capital funding of \$5,000 annually. This funding can be carried forward yearly to save up for larger purchases. This is the same budgeted amount as in previous years.

MOTION: FIRE DEPARTMENT CAPITAL GRANT

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommend to Council that during 2024/25 budget discussions, the \$5,000 municipal fire department capital grants continue as is.

- Motion Carried

iii. Dry Hydrants

The FAC has requested that \$5,000 be included in the annual budget for dry hydrants/fire access roads. A subcommittee was created to investigate and research dry hydrant/fire access road locations. If it is deemed that a dry hydrant/fire access road is unnecessary, or a suitable place cannot be found. In that case, the FAC will use these funds to make repairs/upgrades to existing dry

hydrants/fire access roads. This is the same budgeted amount as in previous years. It was agreed last year that any excess funds be saved in a special reserve for future use.

Discussion was held regarding the need to maintain dry hydrants in the area, considering potential population growth.

MOTION: DRY HYDRANTS

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommend to Council that during 2024/25 budget discussions, the dry hydrants budget continue as is at \$5000 and be held in reserve up to \$20000.

- Motion Carried

iv. **WCB and Accident/Sickness Insurance**

For the past four years, the Municipality has provided WCB and Accident/Sickness Insurance coverage for volunteer firefighters. As of October 2020, WCB coverage is mandatory. Based on previous discussions and presentations, the committee and Council deemed that having both coverages benefit the departments.

MOTION: WCB AND ACCIDENT/SICKNESS INSURANCE

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommend to Council that during 2024/25 budget discussions, the WCB and Accident/Sickness Insurance coverage both continue.

- Motion Carried

v. **Training Funds**

In prior years the Municipality provided up to \$3,000 per municipal department to partake in Level One training courses offered at the Town of Shelburne Fire Department.

Discussion was held regarding the future and importance of this training, maintenance, and training costs procedures.

MOTION: TRAINING FUNDS

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommend to Council that during 2024/25 budget discussions, fire training funds be considered at an amount of \$3000 per year per department for a total of \$21,000.00. Any excess funds to be transferred to a reserve at the end of the year,

to be used within 24 months commencing on the first day of the fiscal year. Any unused funds at the end of 24 months can be used by another department who has eligible expenses.

- Motion Carried

ALTERNATIVES

Fund in other amounts or do not fund.

ATTACHMENTS

Fire Department Grants Policy
Capital Funding for Fire Departments Policy
Operating Funding Chart for Municipal Fire Departments

CAPITAL FUNDING FOR FIRE DEPARTMENTS

POLICY PURPOSE

- 16.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard process for registered volunteer fire departments to be able to access capital funding assistance through the Municipality.

Policy Details

- 16.2 Each registered volunteer fire department in the Municipality shall ensure its year-end reporting is up to date, including submission of Notice to Reader formatted financial report, confirmation of insurance, and proof of good standing with the Registry of Joint Stock Companies.
- 16.3 Each registered volunteer fire department in the Municipality will be eligible to access capital funding assistance annually as follows:
- | | |
|--|---------|
| a. Sable River Volunteer Fire Department | \$5,000 |
| b. Little Harbour Volunteer Fire Department | \$5,000 |
| c. CGC Volunteer Fire Department | \$5,000 |
| d. Ingomar/Roseway Volunteer Fire Department | \$5,000 |
| e. Jordan Falls Volunteer Fire Department | \$5,000 |
| f. Upper/Middle Ohio Volunteer Fire Department | \$5,000 |
| g. Harbour Volunteer Fire Department | \$5,000 |
- 16.4 Any unused portion of the capital funding assistance by one of the departments noted in 16.3 will be automatically carried forward to the next fiscal year without interest accumulating from year to year.
- 16.5 Any registered volunteer fire department in the Municipality of the District of Shelburne submitting a request for reimbursement of a capital purchase must include:
- Invoice
 - Receipt
 - Proof of Payment (cleared cheque or bank statement)
- 16.6 A capital expenditure is defined as an amount spent to acquire or improve a long term asset such as equipment or buildings. It is an expense where the benefit continues over a long period of time (investment) rather than being exhausted in a short period of time or for a one-time use.

Examples of eligible capital funding expenditures are:

- a. Communications equipment
- b. Fire station upgrades
- c. Personal protection equipment
- d. Vehicle/Machinery purchase

REPEAL

16.7 Fire and Emergency Services Policy adopted by Council of the Municipality of the District of Shelburne on the 27th day of October, 2014, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Capital Funding for Fire Departments on the 27th day of March, 2017.

Signed this 15th day of May, 2019



WARDEN PENNY SMITH



**CHIEF ADMINISTRATIVE OFFICER
TOM MACEWAN**

Approved by Council: March 27, 2017

Effective Date: April 1, 2017

Amended Date: April 23, 2019 (S. 16.3 Port Clyde Fire Department removed)



Policy 15

FIRE DEPARTMENT GRANTS

POLICY PURPOSE

- 15.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard process for the distribution of operating grants to registered volunteer fire departments servicing the Municipality.

POLICY DETAILS

- 15.2 Municipal Council shall determine annually the amount of operating funds to be provided to each registered volunteer fire department
- 15.3 In order to be eligible to receive an operating grant, each registered volunteer fire department shall provide the following to the Municipality no later than June 30th of each year:
- a. Notice to Reader formatted financial report for the preceding year;
 - b. Confirmation of liability insurance (if not included in the Municipal insurance program); and
 - c. Confirmation of good standing with the Registry of Joint Stock Companies.
- 15.4 Grants to registered volunteer fire departments shall include funding for operations, training opportunities, fire prevention education and initiatives, pre-authorized compressor repairs and radio licenses.
- 15.5 In the case where the registered volunteer fire department participates in the insurance program provided by the Municipality, their portion of the insurance costs will be deducted directly from their grant funding.
- 15.6 Grant funding will be provided in equal quarterly installments in April, July, October and January of each fiscal year.
- 15.7 Failure to comply with this Policy may result in the holdback of grant funding until all conditions are met and approved by the Chief Administrator Officer or designate.

REPEAL

- 15.8 Fire and Emergency Services Policy adopted by Council of the Municipality of the District of Shelburne on the 27th day of October, 2014, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Fire Department Grants on the 27th day of March, 2017.

SIGNED this 27th day of March, 2017



WARDEN



CHIEF ADMINISTRATIVE OFFICER

Approved by Council: March 27, 2017

Effective Date: April 1, 2017

GRANTS - MUNICIPAL FIRE DEPT. 2024-25

Volunteer Fire Dept.	Grant	Compressor	Training	Fire Prev.	Radio Licences	TOTAL
HARBOUR	\$38,291	2000	600	200	362	\$41,453
SABLE RIVER	\$38,291		600	200	444	\$39,535
INGOMAR/ROSEWAY	\$38,291		600	200	704	\$39,795
LITTLE HARBOUR	\$38,291		600	200	256	\$39,347
JORDAN	\$38,291		600	200	444	\$39,535
CGC	\$38,291		600	200	444	\$39,535
OHIO	\$38,291	2000	600	200	362	\$41,453

Total \$280,653.00

2024/2025

Base grant increased by CPI of 3.6%.