



## DRUMMOND/NORTH ELSLEY TAY VALLEY FIRE RESCUE

### AGENDA

Thursday, March 30<sup>th</sup>, 2023 – 6:00 p.m.  
BBD&E Station – Training Room  
14 Sherbrooke St., Perth, Ontario

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**Vice-Chair: Councilor Paul Coutts**

1. **CALL TO ORDER**
2. **AMENDMENTS/APPROVAL OF AGENDA**
3. **DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
4. **APPROVAL OF MINUTES**

- i) **Minutes – January 30<sup>th</sup>, 2023 – *attached, page 5.***

*Suggested Recommendation:*

*“THAT, the minutes of the Drummond/North Elmsley Tay Valley Fire Rescue Board Meeting held on January 30<sup>th</sup>, 2023 be approved as circulated.”*

5. **DELEGATIONS & PRESENTATIONS**

- i) **2022 Audited Statements – *attached, page 12.***  
Jessica Rothwell, KPMG LLP

*Suggested Recommendation:*

*“THAT, the 2022 audited financial statements for the Drummond/North Elmsley Tay Valley Fire Rescue be adopted as presented.”*

6. **BUSINESS**

- i) **2023 Auditor Appointment.**

*Suggested Recommendation:*

*“THAT, KPMG LLP be appointed to complete the 2023 audit for the Drummond/North Elmsley Tay Valley Fire Rescue.”*

ii) **2023 Surplus/Deficit Allotment.**

*Suggested Recommendation:*

***“THAT, the \$5,649.00 surplus from the 2022 Administration budget be transferred to the Administration Reserve;***

***AND THAT, the -\$5,736.00 deficit from the 2022 BBD&E Station budget be transferred from the BBD&E Contingency Reserve;***

***AND THAT, the \$58,079.00 surplus from the 2022 South Sherbrooke Station budget be transferred to the South Sherbrooke Contingency Reserve.”***

***AND THAT, the -\$547.00 deficit from the 2022 Smiths Falls Fire Agreement budget be transferred from the Smiths Falls Fire Agreement Reserve.***

iii) **Credit Card Policy – attached, page 35.**

Greg Saunders, Fire Chief.

*Suggested Recommendation:*

***“THAT, the Credit Card Policy be approved as presented.”***

iv) **Accessibility Policy – attached, page 40.**

Greg Saunders, Fire Chief.

*Suggested Recommendation:*

***“THAT, the revised Accessibility Policy be approved as presented.”***

v) **Sale and Disposition of Land Policy – attached, page 54.**

Greg Saunders, Fire Chief.

*Suggested Recommendation:*

***“THAT, the Sale and Disposition of Land Policy be approved as presented.”***

vi) **Disconnecting From Work Policy – attached, page 59.**

Greg Saunders, Fire Chief.

*Suggested Recommendation:*

***“THAT, the Disconnecting from Work Policy be approved as presented.”***

vii) **2023 Emergency Response Call Update – attached, page 63.**

Greg Saunders, Fire Chief.

viii) **Firefighter Hours & Pay Update.**

Greg Saunders, Fire Chief.

ix) **Deputy Fire Chief Update.**

Darren Gibson, Deputy Fire Chief.

- x) **Fire Chief Update.**  
Greg Saunders, Fire Chief.

**7. NEW/OTHER BUSINESS**

None.

**8. IN-CAMERA**

None.

**9. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS**

Proposed Meeting Date: TBD.

**10. DEFERRED ITEMS**

*\*The following items will be discussed at the next and/or future meeting:*

- i) *None.*

**11. ADJOURNMENT**

# MINUTES

# DRUMMOND NORTH ELSLEY TAY VALLEY FIRE BOARD MINUTES

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Monday, January 30<sup>th</sup>, 2023

6:00 p.m.

BBD&E Station – 14 Sherbrooke Street East, Perth, Ontario  
Training Room

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## ATTENDANCE:

**Members Present:** Chair, Councillor Paul Coutts  
Vice-Chair, Councillor Wayne Baker  
Councillor John Matheson  
Councillor Ray Scissons  
Councillor Marilyn Thomas  
Councillor Greg Hallam

**Staff Present:** Greg Saunders, Fire Chief  
Darren Gibson, Deputy Fire Chief  
Megan Moore, Recording Secretary

**Members & Staff Absent:** None.

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## 1. CALL TO ORDER

The meeting was called to order at 6:03 p.m.  
A quorum was present.

## 2. APPOINTMENT OF CHAIR FOR 2023 TERM

### RESOLUTION #FB2023-01

**MOVED BY:** John Matheson  
**SECONDED BY:** Greg Hallam

“**THAT**, Paul Coutts be appointed Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one-year term, effective January 1, 2023.”

**ADOPTED**

**3. APPOINTMENT OF VICE-CHAIR FOR 2023 TERM**

**RESOLUTION #FB2023-02**

**MOVED BY:** Greg Hallam

**SECONDED BY:** Marilyn Thomas

“**THAT**, Wayne Baker be appointed Vice-Chair of the Drummond/North Elmsley Tay Valley Fire Board for a one-year term, effective January 1, 2023.”

**ADOPTED**

**4. AMENDMENTS/APPROVAL OF AGENDA**

The agenda was approved as presented.

**5. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST & GENERAL NATURE THEREOF**

None at this time.

**6. APPROVAL OF MINUTES**

i) **Minutes – September 8th, 2022.**

The minutes were amended to include Station Chief Jeff Kirkham present at the meeting.

**RESOLUTION # FB2023-03**

**MOVED BY:** Ray Scissons

**SECONDED BY:** Wayne Baker

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on September 8<sup>th</sup>, 2022 be approved as amended.”

**ADOPTED**

ii) **Minutes – January 19th, 2023.**

**RESOLUTION # FB2023-04**

**MOVED BY:** Greg Hallam

**SECONDED BY:** Marilyn Thomas

“**THAT**, the minutes of the Drummond/North Elmsley Tay Valley Fire Board meeting held on January 19<sup>th</sup>, 2023 be approved as presented.”

**ADOPTED**

**7. DELEGATIONS & PRESENTATIONS**

None.

**8. BUSINESS**

- i) **Health & Safety Policy Renewal for 2023.**

**RESOLUTION # FB2023-05**

**MOVED BY:** Wayne Baker

**SECONDED BY:** John Matheson

“**THAT**, the Health and Safety policy be adopted effective January 1, 2023.”

**ADOPTED**

- ii) **Probationary Volunteer Firefighters to Volunteer Firefighters.**

Fire Chief Saunders reported that Adam Frizell, Bailey Joy, Brody Murphy, Andy Oakley and Jensen Tysick successfully completed their one year probation and recommended that the Fire Board hire them on as volunteer firefighters for BBD&E Station.

**RESOLUTION # FB2023-06**

**MOVED BY:** John Matheson

**SECONDED BY:** Greg Hallam

“**THAT**, the following individuals be hired as volunteer firefighters for BBD&E Station:

Adam Frizell  
Bailey Joy  
Brody Murphy  
Andy Oakley  
Jensen Tysick.”

**ADOPTED**

- iii) **Approval of Probationary Volunteer Firefighters.**

Fire Chief Saunders recommended that Jason Fuller, Tavis Hance, Ashley Jordan, Quinton Ladd and Matthew Monkhouse be hired as probationary volunteer firefighters for South Sherbrooke Station.

**RESOLUTION # FB2023-07**

**MOVED BY:** Greg Hallam

**SECONDED BY:** Wayne Baker

“**THAT**, the following individuals be hired as probationary volunteer firefighters for South Sherbrooke Station:

Jason Fuller  
Tavis Hance  
Ashley Jordan

Quinton Ladd  
Matthew Monkhouse.”

**ADOPTED**

iv) **Firefighter Appreciation Dinner.**

There is a firefighter appreciation dinner scheduled for Saturday, April 22, 2023 at the Civitan Club in Perth. All Fire Board members and their significant other are invited to attend. More details to follow.

v) **Fire Meeting Dates/Schedule.**

The Fire Board discussed whether to have prescheduled meeting dates or at the call of the Fire Board Chair as required. The Board unanimously agreed to schedule the meetings at the call of the chair. The meetings will be scheduled primarily on Thursday nights (Monday nights will also be considered if a Thursday night does not work for anyone on the Fire Board). The meetings will continue to start at 6:00 p.m.

vi) **Open Air Burning By-Law.**

The Fire Board reviewed and discussed the revised open Air Burning By-Law and the updated Fees and Charges By-Law. The Board was pleased with all the revisions to both documents. A few minor changes were suggested and will be changed in the documents. The revised By-Laws will be sent to each CAO/Clerk at both Township for review and then the By-Laws will be approved by both Township councils.

**RESOLUTION # FB2023-08**

**MOVED BY:** Ray Scissons

**SECONDED BY:** John Matheson

“**THAT**, the revised open air burning By-Law and updated fees to the fees and charges By-Law be approved as amended and be forwarded to both Township for adoption.”

**ADOPTED**

vii) **2022 Emergency Response Call Totals.**

The Fire Chief provided the Fire Board with an overview of the number of emergency response calls the Fire Department has received in 2022.

viii) **Firefighter Hours & Pay Update.**

The Fire Chief provided the Fire Board with a cost update on the firefighter honorariums for 2022.

- ix) **Deputy Fire Chief Update.**  
Darren Gibson, Deputy Fire Chief.

#### TRAINING

- Currently in the process of creating a whole new Training Program for DNETV Fire Rescue. Step 1 starts in February and March with a Firefighter Survival Training Package. Instructors both stations will combine to deliver same training for both SS and BBDE.
- Recently received 2 grants to purchase educational / training materials:
  - o 1<sup>st</sup> from Enbridge for \$5000 and 2<sup>nd</sup> from Government of Ontario for \$2,180. Both have been spent on materials we will use to help get us through the mandatory certification.
- Upcoming other outside training coming up:
  - o Enbridge gas
  - o CP Rail
  - o MNR Wildfire course
  - o Solar Power
  - o Silo Rescue

#### INSPECTIONS / PREVENTIONS

- Completed 30 inspections in 2022. Not as much as our goal of one per week, but expected due to amount of time spent on other projects
- 10 of the inspections did result in infractions that require multiple follow ups to complete
- All vulnerable occupancies were completed and data recently uploaded to Ontario Fire Marshal and Emergency Management

#### UPDATING CALL DATA IN Record Management Software

- Focused on using Data Analysis more to drive and support decisions

- x) **Fire Chief Update.**  
Greg Saunders, Fire Chief.

Fire Prevention Week took place back in October 2022. Fire Prevention Week activities included School Fire Drills and a Children's Fire Escape Contest. The students who won first place were awarded a ride in a fire truck to McDonalds for a free lunch.

Emergency Control Group Exercises were completed in late 2022 for both Townships.

Lanark County Rescue 1 is having the air bags replaced and Fire Chief Saunders is recommending radio channel upgrades to the current dispatching system.

New truck 371 is finally complete and is now being used. Old truck 371 was sold to Drummond/North Elmsley Township. As mentioned before the new pumper trucks are on order but are not scheduled to be delivered until 2024.

Two fire trucks are sent for a safety each month.

They are almost finished the dry hydrant in Glen Tay. The additional tank that was installed in Drummond Centre is now complete.

The owner of the Solar Farm on the Narrows Lock Road has been meeting with the Fire Chief regarding training opportunities and community outreach support.

In the near future fire department administration staff will begin reviewing the organization chart for the fire department.

**9. NEW/OTHER BUSINESS**

None.

**10. IN-CAMERA**

None.

**11. NEXT MEETING DATE AND PROPOSED AGENDA ITEMS**

Next Meeting: To be determined.

**12. DEFERRED ITEMS**

*\*The following items will be discussed at the next and/or future meeting:*

i) None.

**12. ADJOURNMENT**

The Board adjourned at 8:00 p.m.

# **DELEGATIONS & PRESENTATIONS**

Financial Statements of

**DRUMMOND/NORTH  
ELMSLEY TAY VALLEY  
FIRE RESCUE**

Year ended December 31, 2022

DRAFT

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

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## Management's Responsibility for the Financial Statements

The accompanying financial statements of Drummond/North Elmsley Tay Valley Fire Rescue (the "Board") are the responsibility of the Board's management and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting Standards. A summary of significant accounting policies are described in note 2 to the financial statements. The preparation of financial statements necessarily involved the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Board's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of financial statements. These systems are monitored and evaluated by management.

Management meets with the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters. The Board of Directors meets with management subsequently to review these same matters prior to the Board of Director's approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Board. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.

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Greg Saunders  
Fire Chief

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Megan Moore  
Administrative Assistant/Treasurer

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Drummond/North Elmsley Tay Valley Fire Rescue

### ***Opinion***

We have audited the financial statements of Drummond/North Elmsley Tay Valley Fire Rescue (the "Entity"), which comprise:

- the statement of financial position as at end of December 31, 2022
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "Auditors' Responsibilities for the Audit of the Financial Statements" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the 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.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DRAFT

Chartered Professional Accountants, Licensed Public Accountants

Perth, Canada

(DATE)

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
<b>Financial assets:</b>		
Cash	\$ 2,134,024	\$ 1,937,402
HST receivable	41,933	44,853
Accounts receivable	28,815	34,901
	<u>2,204,772</u>	<u>2,017,156</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities	82,555	95,746
	<u>2,122,217</u>	<u>1,921,410</u>
<b>Net financial assets</b>		
	2,122,217	1,921,410
<b>Non-financial assets:</b>		
Tangible capital assets (note 4)	1,657,085	1,677,149
<b>Contingent liabilities (note 7)</b>		
<b>Commitments (note 8)</b>		
	<u>\$ 3,779,302</u>	<u>\$ 3,598,559</u>
<b>Accumulated surplus (note 3)</b>	<b>\$ 3,779,302</b>	<b>\$ 3,598,559</b>

The accompanying notes are an integral part of these financial statements.

On behalf of the Board:

\_\_\_\_\_  
Board Chair

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	Budget 2022	Actual 2022	Actual 2021
	(note 5)		
Revenue:			
Municipal contributions:			
Tay Valley Township	\$ 696,734	\$ 723,734	\$ 639,906
Township of Drummond/North Elmsley	489,775	490,975	425,882
COVID funding	-	-	21,265
Other government grants	-	-	12,880
Other income:			
Donations	8,400	200	550
Investment income	-	53,138	14,774
Fire fees, inspection, transfers	-	34,817	10,126
	1,194,909	1,302,864	1,125,383
Expenses:			
Administration (schedule 2)	376,342	426,251	294,558
BBDE Fire Station (schedule 3)	367,347	480,930	429,073
South Sherbrooke Fire Station (schedule 4)	199,680	203,153	200,295
Smiths Falls Fire Agreement (schedule 5)	11,240	11,787	11,016
	954,609	1,122,121	934,942
Annual surplus	240,300	180,743	190,441
Accumulated surplus, beginning of year	3,598,559	3,598,559	3,408,118
Accumulated surplus, end of year	\$ 3,838,859	\$ 3,779,302	\$ 3,598,559

The accompanying notes are an integral part of these financial statements.

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

## Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	Budget 2022	Actual 2022	Actual 2021
	(note 5)		
Annual surplus	\$ 240,300	\$ 180,743	\$ 190,441
Amortization of tangible capital assets	–	113,158	126,835
Acquisition of tangible capital assets	(1,241,500)	(93,094)	(61,925)
Change in net financial assets	(1,001,200)	200,807	255,351
Net financial assets, beginning of year	1,921,410	1,921,410	1,666,059
Net financial assets, end of year	\$ 920,210	\$ 2,122,217	\$ 1,921,410

The accompanying notes are an integral part of these financial statements.

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

## Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Operating activities:		
Annual surplus	\$ 180,743	\$ 190,441
Item not involving cash:		
Amortization of tangible capital assets	113,158	126,835
Change in non-cash operating working capital:		
HST receivable	2,920	13,329
Accounts receivable	6,086	35,525
Accounts payable and accrued liabilities	(13,191)	(49,556)
Deferred revenue	-	(4,791)
	289,716	311,783
Capital activities:		
Acquisition of tangible capital assets	(93,094)	(61,925)
Increase in cash	196,622	249,858
Cash, beginning of year	1,937,402	1,687,544
Cash, end of year	\$ 2,134,024	\$ 1,937,402

The accompanying notes are an integral part of these financial statements.

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Notes to Financial Statements

Year ended December 31, 2022

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## 1. Status of the Board:

Drummond/North Elmsley Tay Valley Fire Rescue (the 'Board') was formed January 1, 2006 pursuant to an agreement between the Township of Drummond/North Elmsley and Tay Valley Township.

## 2. Significant accounting policies:

The financial statements of Drummond/North Elmsley Tay Valley Fire Rescue are the representations of management and have been prepared in all material respects in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies by the Board are as follows:

### (a) Reporting entity:

The financial statements reflect financial assets, liabilities, operating revenues and expenses, reserves, reserve funds and changes in investment in tangible capital assets of the Board.

### (b) Basis of accounting:

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.

### (c) 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 annual surplus, provides the change in net financial assets for the year.

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## 2. Significant accounting policies (continued):

### (d) Tangible capital assets:

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

Asset	Estimated Useful Life
Buildings	40 years
Vehicles	20 years
Equipment	30 years
Linear assets	40 years

Amortization is charged from the date of acquisition. Assets under construction are not amortized until the asset is available for productive use, at which time they are capitalized.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of other assets as of the date of transfer.

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the Statement of Operations and Accumulated Surplus in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.

When conditions indicate that a tangible capital asset no longer contributes to the Board's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the Statement of Operations and Accumulated Surplus.

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## 2. Significant accounting policies (continued):

### (e) Government transfers:

Government transfers are recognized in the financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

### (e) Deferred revenue:

The Board receives restricted contributions under the authority of Federal and Provincial legislation and Board by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

Deferred revenue represents certain user charges and fees which have been collected but for which the related services have yet to be performed. Deferred revenue also represents contributions that the Board has received pursuant to legislation, regulation or agreement that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

### (f) Pension and benefits

The Board accounts for its participation in the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined contribution plan. The OMERS plan specifies the retirement benefits to be received by employees based on length of service and pay rates.

Employee benefits include vacation entitlement and sick leave benefits. Vacation entitlements are accrued as entitlements are earned. Sick leave benefits are accrued in accordance with the Board's policy.

### (g) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from these estimates.

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Notes to Financial Statements (continued)

Year ended December 31, 2022

### 3. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves as follows:

	2022	2021
Surplus:		
Unallocated surplus	\$ 57,445	\$ –
BBDE Fire Station – Invested in tangible capital assets	1,249,813	1,260,066
South Sherbrooke Fire Station - Invested in tangible capital assets	407,272	417,083
	1,714,530	1,677,149
Reserves (Schedule 1)	2,064,772	1,921,410
	\$ 3,779,302	\$ 3,598,559

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 4. Tangible capital assets:

### BBDE Fire Station

Asset Class	Cost January 1, 2022	Additions	Disposals	Cost December 31, 2022
Land	\$ 30,000	\$ —	\$ —	\$ 30,000
Buildings	413,140	—	—	413,140
Vehicles	1,404,118	69,878	—	1,473,996
Equipment	363,952	—	—	363,952
Linear assets	26,862	5,413	—	32,275
	\$ 2,238,072	\$ 75,291	\$ —	\$ 2,313,363

### South Sherbrooke

Asset Class	Cost January 1, 2022	Additions	Disposals	Cost December 31, 2022
Equipment	\$ 200,909	\$ 17,803	\$ —	\$ 218,712
Vehicles	345,754	—	—	345,754
Linear assets	11,509	—	—	11,509
Total	\$ 558,172	\$ 17,803	\$ —	\$ 575,975

### BBDE Fire Station

Asset Class	Accumulated amortization January 1, 2022	Amortization	Disposals	Accumulated amortization December 31, 2022
Buildings	\$ 201,814	\$ 10,329	\$ —	\$ 212,143
Vehicles	696,756	55,603	—	752,359
Equipment	76,034	18,806	—	94,840
Linear assets	3,402	806	—	4,208
	\$ 978,006	\$ 85,544	\$ —	\$ 1,063,550

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# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Notes to Financial Statements (continued)

Year ended December 31, 2022

## 4. Tangible capital assets (continued):

### South Sherbrooke

Asset Class	Accumulated amortization January 1, 2022	Amortization	Disposals	Accumulated amortization December 31, 2022
Equipment	\$ 35,289	\$ 11,957	\$ —	\$ 47,246
Vehicles	104,936	15,369	—	120,305
Linear assets	864	288	—	1,152
<b>Total</b>	<b>\$ 141,089</b>	<b>\$ 27,614</b>	<b>\$ —</b>	<b>\$ 168,703</b>

	Net Book Value December 31, 2021	Net Book Value December 31, 2022
Land	\$ 30,000	\$ 30,000
Buildings	211,326	200,997
Vehicles	948,180	947,086
Equipment	453,538	440,578
Linear assets	34,105	38,424
	<b>\$ 1,677,149</b>	<b>\$ 1,657,085</b>

## 5. Budget figures:

The Board reviews its operating and capital budgets each year. The approved operating budget for 2022 is included in the budget figures presented in the Statement of Operations and Accumulated Surplus. Amortization was not contemplated in the development of the budget, and as such, has not been included.

	2022
Reporting on the statement of operations and accumulated surplus	
Operating revenue	\$ 1,194,909
Operating expenses	954,609
Total budget surplus	240,300
Budget not reported on the statement of operations	
Tangible capital asset acquisitions	(1,241,500)
Transfers to/from reserves	1,001,200
	(240,300)
<b>Total budgeted surplus not reported on financial statements</b>	<b>—</b>

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Notes to Financial Statements (continued)

Year ended December 31, 2022

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## 6. Pension contributions:

The Board makes contributions to the Ontario Municipal Employees Retirement System Pension Fund ("OMERS"), which is a multi-employer plan, on behalf of its employees. As a result, the Library Boards does not recognize any share of the OMERS pension surplus or deficit. The last available report was at December 31, 2022 at that time, the plan reported a \$6.2 billion actuarial deficit (2021 - \$3.1 billion actuarial deficit).

The Plan is a contributory defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan.

The amount contributed to OMERS was \$25,020 (2021 - \$15,547) for current services and is included as an expenditure on the Statement of Operations and Accumulated Surplus classified under the appropriate functional expense.

## 7. Contingent liabilities:

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2022, management believes that the Board has valid defences and appropriate insurance coverages in place.

In the event any claims are successful, the amount of any potential liability is not determinable, therefore no amount has been accrued in the financial statements.

## 8. Commitments:

In April 2022, the Board entered into an agreement to purchase two fire service pumpers in the amount of \$586,000 plus applicable taxes, each for a combined total of \$1,172,000. No deposit has been on these trucks as at December 31, 2022. The estimated arrival date of the trucks is in fiscal 2024.

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

## Schedule 1 – Continuity of Reserves

Year ended December 31, 2022, with comparative information for 2021

	Budget (note 5)	2022	2021
Net transfers from (to) other funds			
Transfers from operations	\$ 218,800	\$ 218,800	\$ 317,275
Transfers to capital acquisitions	(1,220,000)	(75,438)	(61,924)
Total net transfers	(1,001,200)	143,362	255,351
Reserves, beginning of year	1,921,410	1,921,410	1,666,059
Reserves, end of year	\$ 920,210	\$ 2,064,772	\$ 1,921,410

## Composition of Reserves

	2022	2021
Reserves – Administration		
Contingency	\$ 111,742	\$ 185,182
Reserves – BBDE Fire Station		
Working funds	55,000	50,000
Contingency	165,257	165,257
Equipment	101,209	88,209
Apparatus	545,335	462,835
Bunker gear	21,583	15,583
Buildings	237,053	209,053
	1,125,437	990,937
Reserves – South Sherbrooke		
Capital	595,846	518,544
Contingency	181,528	181,528
Bunker gear	24,276	19,276
	801,650	719,348
Reserves – Smiths Falls Fire Agreement		
Fire calls	25,943	25,943
Total reserves	\$ 2,064,772	\$ 1,921,410

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Schedule 2 – Administration Operations

Year ended December 31, 2022

	Budget 2022	Actual 2022	Actual 2021
	(note 5)		
Revenue:			
Municipal contributions:			
Township of Drummond/North Elmsley	\$ 199,769	\$ 199,769	\$ 138,259
Tay Valley Township	170,173	170,173	117,777
Other government grants	-	4,860	12,880
Township of Drummond/North Elmsley - COVID funding	-	-	11,483
Tay Valley Township - COVID funding	-	-	9,782
Other income:			
Investment income	8,400	53,138	14,774
Fire fees, inspection, transfers	-	200	941
Donations	-	200	550
	378,342	428,340	306,446
Expenses:			
Fire chief salary and benefits	130,960	149,461	127,378
Deputy fire chief	105,093	101,468	2,344
Secretary treasurer salary and benefits	66,187	67,156	64,591
Insurance	14,691	20,773	15,767
Computer and fire response software	8,500	19,902	6,812
Professional fees	6,000	10,779	14,330
Training and seminars	3,500	10,250	345
Fire service agreements	10,000	10,000	10,000
Employer health tax	6,561	9,060	5,398
Fuel	5,000	7,201	2,340
Telephone	7,450	7,015	4,810
Administration, other	3,600	6,729	6,629
Office supplies	3,800	3,886	2,851
Advertising, subscription and memberships	3,000	1,799	939
Inspection and prevention	2,000	772	1,979
FP2 / Who's responding	-	-	6,780
COVID-19	-	-	21,265
	376,342	426,251	294,558
Annual surplus	\$ 2,000	\$ 2,089	\$ 11,888

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Schedule 3 – BBDE Fire Station Operations

Year ended December 31, 2022

	Budget 2022	Actual 2022	Actual 2021
	(note 5)		
<b>Revenue:</b>			
Municipal contributions:			
Township of Drummond/North Elmsley	\$ 278,766	\$ 278,766	\$ 276,601
Tay Valley Township	228,081	228,081	226,310
Township of Drummond North Elmsley - development charges	-	1,200	-
Other income:			
Fire fees, inspection, transfers	-	21,516	1,859
	<u>506,847</u>	<u>529,563</u>	<u>504,770</u>
<b>Expenses:</b>			
Amortization			
Vehicles	-	55,603	69,640
Equipment	-	18,806	18,806
Building	-	10,329	10,329
Linear assets	-	806	671
Operations			
Firefighter honorariums	210,980	219,634	179,074
Training and seminars	20,000	24,550	25,234
Clothing	4,500	4,483	2,390
Communications maintenance	4,000	3,758	2,858
Bunker gear cleaning	5,700	3,249	3,431
Bunker gear	4,000	2,751	2,354
Licenses	2,300	2,013	1,866
BBDE Fire Hall			
Building maintenance and other	21,100	25,355	14,901
Power and water	8,700	9,046	8,178
Insurance	7,274	7,363	6,876
Heating fuel	5,000	5,590	5,291
Vehicle and Equipment			
Vehicle and equipment maintenance	23,000	35,015	27,220
Fuel, oil, lubricants, etc.	7,700	16,303	8,568
Insurance	13,093	11,481	11,647
Minor equipment purchases	15,000	11,100	9,553
Minor capital	15,000	13,695	20,186
	<u>367,347</u>	<u>480,930</u>	<u>429,073</u>
<b>Annual surplus</b>	<b>\$ 139,500</b>	<b>\$ 48,633</b>	<b>\$ 75,697</b>

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

Schedule 4 – South Sherbrooke Fire Station Operations

Year ended December 31, 2022

	Budget 2022	Actual 2022	Actual 2021
	(note 5)		
Revenue:			
Municipal contributions:			
Tay Valley Township	\$ 298,480	\$ 298,480	\$ 295,819
Tay Valley Township - development charges	-	27,000	-
Other income:			
Fire fees, inspection, transfers	-	8,241	7,326
	298,480	333,721	303,145
Expenses:			
Amortization	-	27,614	27,389
Operations			
Firefighter honorariums	96,380	79,672	72,252
Training and seminars	15,000	17,760	11,026
Clothing	3,500	4,069	25
Communications maintenance	3,000	2,546	2,845
Bunker gear cleaning	2,500	1,752	1,677
Telephone	1,300	1,413	1,097
Licenses	2,600	1,228	2,020
Fire Prevention			
Advertising, subscriptions and memberships	-	-	-
Emergency First Response			
Medical supplies	2,000	576	1,608
South Sherbrooke Fire Hall			
Insurance	7,650	7,363	6,876
Building maintenance and other	7,500	5,177	6,753
Heating fuel	6,000	9,043	4,997
Power and water	6,000	4,097	4,664
Vehicle and Equipment			
Vehicle and equipment maintenance	17,000	15,754	19,021
Insurance	10,750	11,481	9,350
Minor equipment purchases	15,000	10,408	12,350
Fuel, oil, lubricants, etc.	3,500	3,200	1,417
Minor capital	-	-	14,928
	199,680	203,153	200,295
Annual surplus	\$ 98,800	\$ 130,568	\$ 102,850

# DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

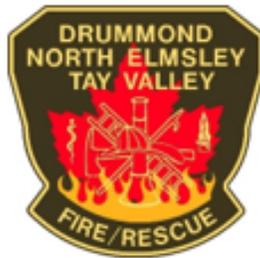
Schedule 5 – Smith Falls Fire Agreement

Year ended December 31, 2022

	Budget 2022 (note 5)	Actual 2022	Actual 2021
Revenue:			
Municipal contributions:			
Township of Drummond/North Elmsley	\$ 11,240	\$ 11,240	\$ 11,022
Expenses:			
Fire services agreement	11,240	11,787	11,016
<b>Annual surplus (loss)</b>	<b>\$ -</b>	<b>\$ (547)</b>	<b>\$ 6</b>

DRAFT

# **BUSINESS**



## Drummond/North Elmsley Tay Valley Fire Rescue

### Credit Card Policy

#### Purpose

The purpose of this policy is to ensure that corporate credit cards are used for appropriate purposes and adequate controls are established and limited to situations that direct invoicing is not available for day-to-day use.

#### Definitions

**Cardholder** - refers to the staff member whose name appears on the corporate credit card.

**Fire Chief** - means the person appointed by the Fire Board as defined in the Fire Protection and Prevention Act, 1997 and his or her designate.

**Corporate credit card** - credit card used for the payment of appropriate Fire Department expenditures. Each credit card will have a predetermined credit limit, set by the Fire Chief.

#### Scope / Limits

This policy applies to all users of Fire Department corporate credit cards.

#### Policy Statements

1. Employees will be issued a corporate credit card where the nature of their job requires such use.
2. Corporate credit cards will only be used for appropriate business expenditures that direct invoicing is not available.
3. Corporate Credit Cards may **not** be used for personal purchases or cash advances.
4. All transactions must be processed in accordance with Drummond/North Elmsley Townships' Procurement By-Law.
5. The Cardholder **MUST** retain the sales receipt and/or credit card transaction slip, packing slips or any other information related to the purchase, submit to Accounts Payable.

6. The Credit Card should be kept in a secure location; and Cardholders should take reasonable steps when authorizing the use of his/her card to minimize risk of misuse or lost/stolen cards.
7. Use of the credit card for online purchases must be restricted to trusted, secure sites. The Fire Chief may, at their discretion, allow other staff to use the credit card for purchases on the Fire Department's behalf.
8. Employees issued with a corporate credit card will be required to sign an Employee Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card. (Appendix B).
9. Disciplinary action will be taken for inappropriate use of corporate credit cards, as per Drummond/North Elmsley Township's Employee Code of Conduct Policy.

### **Policy Supports**

- Corporate Credit Card Procedures – (Appendix A)
- Corporate Credit Card Employee Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card – (Appendix B)
- Drummond/North Elmsley Township Procurement By-law
- Drummond/North Elmsley Township Employee Code of Conduct



## Drummond/North Elmsley Tay Valley Fire Rescue

### Credit Card Policy:

#### Appendix A: Procedures

#### Part A - Corporate Credit Card Appropriate Uses and Responsibilities

##### Appropriate Use for Fire Department Credit Cards

The Corporate Credit Card shall be used in accordance to this policy. Examples of appropriate uses of corporate credit cards include:

- resources related to emergency situations, emergency management or emergency response
- online purchases where the Fire Department cannot be send an invoice
- travel expenses and accommodation
- membership and conference registration fees

Examples of prohibited uses of corporate credit cards include (but are not limited to):

- personal expenses
- withdrawal of cash advances
- sizeable expenditures, as per procurement policy

##### Areas of Uncertainty

The above list is provided as a guide only. In situations where there is doubt about the appropriate use of the corporate credit card, it is strongly recommended that the guidance of the Fire Chief or Treasurer is sought prior to transacting with the card.

##### Responsibilities

Employees issued corporate credit cards are responsible for:

- ensuring the cards are used only for appropriate authorized business expenses:

- retaining receipts and providing explanations for all card transactions. The occurrence of continual missing receipts may result in cancellation of the corporate credit card.
- returning the corporate credit card upon termination, resignation or retirement.

The Fire Chief is responsible for:

- determining and limiting which employees require a Fire Department corporate credit card for business and the applicable credit limit for each corporate credit card.

The Treasurer is responsible for:

- maintaining a register of individual corporate credit cards held, their limits and other details;
- identifying and requesting any credit or transaction level limits required for individual cards;
- collecting and cancelling the corporate credit cards from terminating employees.
- ensuring that all corporate credit card transactions are properly authorized
- processing payments for corporate credit card statements on a timely basis to ensure correct coding and appropriate payments are being made.

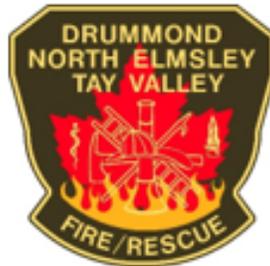
#### **Part B - Corporate Credit Card Statement Payment Procedures**

Employees must retain detailed original receipts in addition to the credit card receipt and note the purpose of the expenses on the back of each receipt.

The employee will submit the detailed original receipts to the treasurer within one week of the purchase date.

Charges for items where the receipt has been misplaced must be explained to the Treasurer who must initial the specific charge and indicate, "receipt missing" beside it. The occurrence of continual missing receipts may result in cancellation of the corporate credit card.

Accounts Payable will verify the authorization and schedule payment of the cheque requisition to avoid unnecessary late payment charges.



## **Drummond/North Elmsley Tay Valley Fire Rescue**

### **Credit Card Policy**

#### **Appendix B: Employee Acknowledgement of Responsibilities and Obligations for the Use of a Corporate Credit Card**

I, the undersigned, hereby acknowledge receipt of a Corporate Credit Card. I acknowledge that this card has been issued to me to make purchases in the course of my regular duties in connection with Drummond/North Elmsley Tay Valley Fire Rescue. I will not use the card to make any personal purchases. I fully understand that purchases made using this card are to be authorized by the Fire Chief, in accordance with the Fire Department's Credit Card Policy, and furthermore acknowledge that the occurrence of continual missing receipts may result in cancellation of my corporate credit card.

I acknowledge that I have read the Credit Card Policy and shall undertake to protect the card and the card account number, and not divulge it to any other person, except a merchant with whom I am transacting on behalf of the Fire Department or to which I have given authorization of its use. Should the card be lost, stolen, suspended, or compromised in any manner, I will advise the appropriate financial institution and the Treasurer immediately.

Furthermore, I understand that in the event of willful or negligent default of these obligations, the Fire Department will take disciplinary action as per Drummond/North Elmsley Township's Employee Code of Conduct and/or recovery action deemed appropriate. I agree to return this card upon request or upon termination, resignation or retirement of regular employment to the Treasurer.

I acknowledge that I have read and agree to the terms and conditions of the Corporate Credit Card Policy. I confirm my agreement to these terms and conditions by signing below and by retaining and using the card.

Cardholder name:

Cardholder Signature:

Card Program Administrator Signature:

Cardholder Limitations:

Total Monthly Credit Limit of Card \$

Date:

Cardholder initials:



## Drummond/North Elmsley Tay Valley Fire Rescue

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**SUBJECT: ACCESSIBILITY POLICY**

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### 1.0 PURPOSE

Through the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Ontario is working to make the province fully accessible to people with disabilities by 2025. Under the Act, standards have been developed that businesses and non-profits and public sector organizations must follow to identify, remove and prevent barriers so that people with disabilities have more opportunities to participate in everyday life.

This policy describes how the DNETV Fire Rescue will meet its obligations under the Integrated Accessibility Standards Regulation, which includes requirements for Information and Communications, Employment, Transportation, Design of Public Spaces and Customer Service.

### 2.0 LEGISLATIVE AUTHORITY

Under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the Integrated Accessibility Standards (Ontario Regulation 191/11) came into force on July 1, 2011, but since has been amended.

This policy and the Integrated Accessibility Standards Regulation are not replacements or substitutions for the requirements established under the Ontario Human Rights Code or other laws in respect to accommodation of people with disabilities.

### 3.0 DEFINITIONS

**“Access Path”** – in reference to a Kiosk, includes reach ranges for people using mobility aids, the proximity of the Kiosk to other objects, etc.

**“Accessible Formats”** – shall mean formats that are an alternative to standard print and are accessible to people with disabilities. Accessible formats may include but are not limited to, large print, audio and electronic formats, braille and other formats usable by persons with disabilities.

**“Amenities”** – shall mean items that provide conveniences or services for use by the public, examples of which include drinking fountains, benches and garbage receptacles.

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## Drummond/North Elmsley Tay Valley Fire Rescue

**“Assistive Devices”** – shall mean an auxiliary aid such as communication aids, cognition aids, Mobility Aids, Mobility Assistive Devices and medical aids.

**“Career Development”** – shall include providing additional responsibilities within an employee’s current position and the movement of an employee from one job to another in the DNETV Fire Rescue that may be higher in pay, provide greater responsibility or be at a higher level in the DNETV Fire Rescue or any combination of them and, for both additional responsibilities and employee movement, is usually based on merit or seniority, or a combination of them.

**“Communication Supports”** – shall mean supports that individuals with disabilities may need to access information. Communication Supports may include, but are not limited to, captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communications.

**“Customer”** – shall mean any person who receives or seeks to receive goods, services or facilities directly or indirectly from the DNETV Fire Rescue.

**“DNETV Fire Rescue”** – shall mean the Drummond/North Elmsley Tay Valley Fire Rescue.

**“Mobility Aid”** - shall mean a device used to facilitate the transport, in a seated posture of a person with a disability.

**“Mobility Assistive Device”** – shall mean a cane, walker or similar aid.

**“Performance Management”** – shall mean activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.

**“Redeployment”** – shall mean the reassignment of employees to other departments or jobs with the DNETV Fire Rescue as an alternative to layoff, when a particular job or department has been eliminated by the organization.

**“Service Animal”** – shall mean a service animal and a guide dog as defined in Ontario Regulation 191/11, as amended.

**“Support Person”** – shall mean any support person as defined in Ontario Regulation 191/11, as amended.

**“Structural Features”** – in reference to a Kiosk, includes the height and stability of the Kiosk, headset jacks with volume control, and specialized keypads or keyboards, etc.

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## Drummond/North Elmsley Tay Valley Fire Rescue

**“Technical Features”** – in reference to a Kiosk, includes the colour contrast on the display screen and the options to increase font size, as well as allowing for extra time to complete tasks. Other technical features include audio instructions, voice activating equipment and visual and non-visual modes of operation, etc.

### 4.0 STATEMENT OF COMMITMENT

The DNETV Fire Rescue is committed to ensuring equal access and participation for people with disabilities. We are also committed to treating all people in a way that allows them to maintain their dignity and independence.

We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner and shall do so by preventing and removing barriers to accessibility and meeting the accessibility requirements under the Accessibility for Ontarians with Disabilities Act and its Regulations.

### 5.0 GENERAL REQUIREMENTS

#### Accessibility Plans

- The DNETV Fire Rescue’s multi-year accessibility plan shall outline the DNETV Fire Rescue’s strategy to prevent and remove barriers and meet its requirements under the Integrated Accessibility Standards Regulation.
- The plan shall include procedures for preventative and emergency maintenance of the accessible elements in public spaces.
- The plan shall include procedures for dealing with temporary disruptions when accessible elements in public spaces are not in working order.
- The plan shall be posted on the DNETV Fire Rescue’s [website](#), and shall be provided in an accessible format upon request.
- The plan shall be reviewed and updated at least once every five years.
- The plan shall be established, [reviewed](#) and updated in consultation with persons with disabilities.

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## Drummond/North Elmsley Tay Valley Fire Rescue

- An annual status report on the progress of measures taken to implement the organization's strategy shall be posted on the [website](#), and provided in an accessible format upon request.

### Procuring or Acquiring Goods, Services or Facilities

- The DNETV Fire Rescue shall incorporate accessibility design, criteria and features when procuring or acquiring goods, [services](#) or facilities, except where it is not practicable to do so.
- Where it is not practicable to incorporate accessibility design, criteria and features when procuring or acquiring goods, [services](#) or facilities, upon request, an explanation shall be provided.
- The DNETV Fire Rescue shall require a declaration from all other persons who provide goods, [services](#) or facilities on behalf of the DNETV Fire Rescue that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations.

### Self-Service Kiosks

- The DNETV Fire Rescue shall incorporate accessibility features when designing, [procuring](#) or acquiring self-service Kiosks.
- The DNETV Fire Rescue may consider technical features, structural features, and the access path to the Kiosk.

### Training

- The DNETV Fire Rescue shall ensure that training is provided on the requirements of the Accessibility for Ontarians with Disabilities [Act](#), the accessibility standards referred to within the Integrated Accessibility Standards (Ontario Regulation 191/11), the Human Rights Code as it pertains to persons with disabilities and on Municipal policies and procedures related to the Accessibility for Ontarians with Disabilities Act and its Regulations to:
  - all employees and [volunteers](#);
  - all persons who participate in developing the DNETV Fire Rescue's policies; and

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## Drummond/North Elmsley Tay Valley Fire Rescue

- all other persons who provide goods, services or facilities on behalf of the DNETV Fire Rescue.
- The training provided shall be appropriate to the duties of the employees, volunteers and other persons.
  - The training shall be provided as soon as practicable.
  - Where there are changes to the Accessibility Policy, or any other Municipal policy, practice or procedure relating to the Accessibility for Ontarians with Disabilities Act and its Regulations, training shall be provided with regard to those changes.
  - The DNETV Fire Rescue shall keep a record of the dates of when training is provided and the number of individuals to whom it was provided.

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## Drummond/North Elmsley Tay Valley Fire Rescue

### 6.0 INFORMATION AND COMMUNICATIONS STANDARDS

#### Feedback

- The DNETV Fire Rescue shall ensure that feedback processes are accessible to persons with disabilities and shall provide or arrange for the provision of Accessible Formats and Communication Supports, upon request.

#### Accessible Formats and Communication Supports

- The DNETV Fire Rescue shall, upon request, provide or arrange for the provision of Accessible Formats and Communication Supports for persons with disabilities.
- Provision of Accessible Formats and Communication Supports shall be provided:
  - in a timely manner that takes into account the person's accessibility needs due to disability;
  - at a cost that is no more than the regular cost charged to other persons; and
  - in consultation with the person making the request in determining the suitability of an Accessible Format or Communication Support.
- The DNETV Fire Rescue shall notify the public about the availability of Accessible Formats and Communication Supports.
- Where the DNETV Fire Rescue is not able to convert the information or communication into an Accessible Format, an explanation shall be provided, along with a summary of the content.

#### Emergency Procedure, Plans or Public Safety Information

- Where the DNETV Fire Rescue prepares emergency procedures, plans or public safety information and makes the information available to the public, the information shall be provided in an Accessible Format or with appropriate Communication Supports, as soon as practicable, upon request.

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## Drummond/North Elmsley Tay Valley Fire Rescue

### Accessible Websites and Web Content

- The DNETV Fire Rescue shall make its internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, initially at Level A and increasing to Level AA, in accordance with the schedule set out in the Integrated Accessibility Standards Regulation.

### 7.0 EMPLOYMENT STANDARD

#### Recruitment

- The DNETV Fire Rescue shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.
- During the recruitment process, applicants who are individually selected to participate in an assessment or selection process shall be notified that accommodations are available upon request in relation to the materials or processes used.
- If a selected applicant requests an accommodation, the DNETV Fire Rescue shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to a disability.
- When making an offer of employment, the DNETV Fire Rescue shall notify the successful applicant of its policies for accommodating employees with disabilities.

#### Informing Employees of Supports

- The DNETV Fire Rescue shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on job accommodation that take into account an employee's accessibility needs due to a disability.
- New employees shall be informed as soon as practicable after they begin their employment.

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## Drummond/North Elmsley Tay Valley Fire Rescue

- Where there are changes to existing policies on the provision of job accommodations, all employees shall be provided updated information.

### Accessible Formats and Communication Supports for Employees

- Where an employee with a disability requests it, the DNETV Fire Rescue shall consult with the employee to provide or arrange for the provision of Accessible Formats and Communication Supports for:
  - information that is needed in order for the employee to perform the employee's job; and
  - information that is generally available to employees in the workplace.
- The DNETV Fire Rescue shall consult with the employee making the request in determining the suitability of an Accessible Format or Communication Support.

### Workplace Emergency Response Information

- The DNETV Fire Rescue shall provide individualized workplace emergency response information to employees who have a disability:
  - if the disability is such that the individualized information is necessary; and
  - the DNETV Fire Rescue is aware of the need for accommodation due to the employee's disability.
- If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the DNETV Fire Rescue shall provide the workplace emergency response information to the person designated by the DNETV Fire Rescue to provide assistance to the employee.
- Individualized information shall be provided as soon as practicable after the DNETV Fire Rescue becomes aware of the need for accommodation due to the employee's disability.

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## Drummond/North Elmsley Tay Valley Fire Rescue

- The DNETV Fire Rescue shall review the individualized workplace emergency response information:
  - when the employee moves to a different location;
  - when the employee's overall accommodation needs or plans are reviewed; and
  - when the DNETV Fire Rescue reviews its general emergency response policies.

### Documented Individual Accommodation Plans

- The DNETV Fire Rescue shall have a written process for the development of documented Individual Accommodation Plans for employees with disabilities.

### Return to Work Process

- The DNETV Fire Rescue shall have a documented return to work process for its employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

### Performance Management

- The DNETV Fire Rescue shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process.

### Career Development and Advancement

- The DNETV Fire Rescue shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when providing career development and advancement to its employees with disabilities.

### Redeployment

- The DNETV Fire Rescue shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.

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## Drummond/North Elmsley Tay Valley Fire Rescue

### 8.0 DESIGN OF PUBLIC SPACES STANDARD

#### Exterior Paths of Travel

- The DNETV Fire Rescue shall ensure that any Exterior Paths of Travel that the DNETV Fire Rescue constructs or redevelops, and that the DNETV Fire Rescue intends to maintain, meet the requirements set out in the Integrated Accessibility Standards Regulation, as amended.

#### Accessible Parking

- The DNETV Fire Rescue shall consult with the public and persons with disabilities on the need, location and design of accessible On-Street Parking spaces when constructing or redeveloping existing On-Street Parking spaces.
- The DNETV Fire Rescue shall ensure that when constructing new or redeveloping Off-Street Parking Facilities that the DNETV Fire Rescue intends to maintain, the Off-Street Parking Facilities meet the requirements set out in the Integrated Accessibility Standards Regulation, as amended.

#### Obtaining Services

- For all newly constructed service counters and fixed queuing guides and all newly constructed or redeveloped waiting areas the DNETV Fire Rescue shall meet the requirements set out in the Integrated Accessibility Standards Regulation, as amended.

### 9.0 TRANSPORTATION STANDARD

Not applicable. The DNETV Fire Rescue does not provide transportation services.

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## Drummond/North Elmsley Tay Valley Fire Rescue

### 10.0 CUSTOMER SERVICE STANDARD

#### Policies, Practices and Procedures

- The DNETV Fire Rescue shall use reasonable efforts to ensure that its policies, practices and procedures are consistent with the following principles:
- Goods, services or facilities shall be provided in a manner that respects the dignity and independence of persons with disabilities:
- The provision of goods, services or facilities to persons with disabilities shall be integrated with the provision of goods, services or facilities to others, unless an alternative measure is necessary, whether temporary or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods, services or facilities:
- Persons with disabilities shall be given an opportunity equal to that given to others to obtain, use and benefit from the goods, services or facilities:
- The DNETV Fire Rescue shall communicate with people with disabilities in ways that take into account their disability:
- A copy of any documents describing the policies established under the Integrated Accessibility Standards Regulation shall be provided to any person, upon request.
- The DNETV Fire Rescue shall notify any persons to whom it provides goods, services or facilities that the documents required by the Integrated Accessibility Standards Regulation are available on request.

#### Notice of Temporary Disruptions

- The DNETV Fire Rescue shall provide notice in the event of a planned or unexpected disruption in the goods, services or facilities normally used by people with disabilities.

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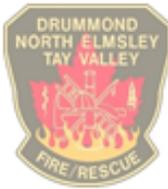
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## Drummond/North Elmsley Tay Valley Fire Rescue

### Use of Assistive Devices, Support Persons and Service Animals

- The use of Assistive Devices or other measures, if any, by persons with disabilities to obtain, use or benefit from the goods, services or facilities shall be permitted.
- Support Persons and/or Support Animals may accompany a person with disabilities in the access of goods, services or facilities.
- If a Service Animal is excluded by law from the premises, the DNETV Fire Rescue shall ensure that other measures are available to enable a person with a disability to obtain, use or benefit from the DNETV Fire Rescue's goods, services or facilities.
- If a person with a disability is accompanied by a Support Person, the DNETV Fire Rescue shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the Support Person while on the premises.
- The DNETV Fire Rescue may require a person with a disability to be accompanied by a Support Person when on the premises, but only if, after consulting with the person with a disability and considering the available evidence, the DNETV Fire Rescue determines that:
  - a Support Person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises; and
  - there is no other reasonable way to protect the health or safety of the person with a disability and the health or safety of others on the premises
- Where there is an amount payable for a person's admission to the premises owned or operated by the DNETV Fire Rescue or in connection with a person's presence on the premises, advanced notice about the amount payable, if any, in respect of the Support Person shall be provided.
- If the DNETV Fire Rescue requires a person with a disability to be accompanied by a Support Person when on the premises, the DNETV Fire Rescue shall waive payment of the amount, if any, payable in respect of the Support

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## Drummond/North Elmsley Tay Valley Fire Rescue

Person's admission to the premises or in connection with the Support Person's presence on the premises.

### Customer Service Training

- The DNETV Fire Rescue shall ensure that training is provided about the provision of its' goods, services or facilities, as the case may be, to persons with disabilities to:
  - all employees and volunteers;
  - all persons who participate in developing the DNETV Fire Rescue's policies; and
  - all other persons who provide goods, services or facilities on behalf of the DNETV Fire Rescue.
- Training shall include the following:
  - how to provide goods, services and facilities in a manner that respects the dignity and independence of persons with disabilities;
  - how to interact and communicate with persons in a manner that takes into account their disabilities;
  - how to interact with persons with disabilities who use an Assistive Device or require the assistance of a Service Animal or the assistance of a Support Person to access goods, services and facilities;
  - how to use equipment or Assistive Devices available on it's premises or otherwise provided by the DNETV Fire Rescue that may help with the provision of goods, services or facilities to persons with disabilities;
  - what to do if a person with a particular type of disability is having difficulty accessing the DNETV Fire Rescue's goods, services or facilities;
  - the process for people to provide feedback to the DNETV Fire Rescue about its provision of goods, services and facilities to persons with disabilities, and how the DNETV Fire Rescue responds to the feedback and takes action on any complaint.

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## Drummond/North Elmsley Tay Valley Fire Rescue

### Customer Service Feedback Process

- Feedback from our customers gives our employees and Fire Board opportunities to learn and improve. The DNETV Fire Rescue shall establish a procedure for receiving and responding to feedback about the way it provides goods, services and facilities to persons with disabilities and shall make information about the procedure readily available to the public.

### 11.0 POLICY REVIEW

This Policy shall be reviewed at least once per term of the Fire Board.

### 12.0 AMENDMENTS TO THIS OR OTHER POLICIES

- 12.1 The DNETV Fire Rescue is committed to developing policies that respect and promote the dignity and independence of people with disabilities. All changes to this policy will consider the impact on people with disabilities.
- 12.2 Any policy that does not respect and promote the dignity and independence of people with disabilities shall be modified or rescinded.

### 13.0 REFERENCES

#### Forms

Notice of Temporary Service Disruption  
Customer Service Feedback Form

#### Policies and Procedures/Documents

Procurement Policy  
Individual Accommodation Plan Policy  
Return to Work Policy  
Customer Service Guidebook

#### Other Resources

Accessibility for Ontarians with Disabilities Act, 2005  
Integrated Accessibility Standards – Ontario Regulation 191/11  
Ontario Human Rights Code

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## Drummond/North Elmsley Tay Valley Fire Rescue

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**SUBJECT: SALE AND OTHER DISPOSITION OF LAND POLICY**

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### 1.0 PURPOSE

- 1.1 To establish an accountable and transparent policy for the sale and other disposition of land owned by the Drummond/North Elmsley Tay Valley Fire Rescue.

### 2.0 LEGISLATIVE AUTHORITY

- 2.1 Section 270 (2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a local board of a municipality shall adopt and maintain a policy with respect its sale and other disposition of land.

### 3.0 DEFINITIONS

**“Appraisal”** – shall mean a written opinion from a qualified appraiser as to the amount that the real property might be expected to realize if sold in the open market by a willing seller to a willing buyer.

**“Board Chair”** – shall mean the Fire Board member who has been appointed as the Chair of the Board.

**“Disposal”** – shall mean the sale of real property.

**“Fire Board”** – shall mean the Board of the Drummond/North Elmsley Tay Valley Fire Rescue.

**“Fire Chief”** – shall mean the Fire Chief or designate duly appointed by both the Township of Drummond/North Elmsley and Tay Valley Township in accordance with section 6 of the Fire Protection and Prevention Act 1997, S.O. 1997 c. 4 as amended.

**“Fire Rescue”** – shall mean the Drummond/North Elmsley Tay Valley Fire Rescue.

**“Sale”** – shall include a lease of 21 years or longer.

**“Surplus”** – shall mean land the Fire Board intends to sell or otherwise dispose of.

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## Drummond/North Elmsley Tay Valley Fire Rescue

### 5.0 APPROVAL AUTHORITY

- 5.1 The Fire Board shall, by resolution, declare the land surplus and adopt the necessary resolution/by-law(s) for the sale and other disposition of land.
- 5.2 The Fire Chief and Fire Board Chair are authorized to execute the necessary documents to complete the sale and other disposition of land once the resolution/by-law(s) is adopted.

### 6.0 GENERAL PROVISIONS

#### 6.1 Method of Sale

The method of sale shall be as determined by the Fire Board.

#### 6.2 Costs

If the sale or other disposition of land is initiated by an individual or agency, all costs shall be born by the applicant and/or those persons to whom the lands are sold.

#### 6.3 Conditions Before Sale of Land

The Fire Board shall:

- a) declare the land surplus by resolution;
- b) obtain at least one appraisal of the fair market value of the land; and give notice to the public of the proposed sale by an advertisement in a local newspaper and/or electronic advertising.

#### 6.4 No Review

The manner in which the Fire Board carries out the sale of its land, if consistent with this policy and the applicable sections of the *Municipal Act, 2001*, as amended, is not open to review by any court if the Fire Board may lawfully sell the property, the purchaser may lawfully buy it and the Fire Board acted in good faith.

#### 6.5 Certificate

The Fire Chief may issue a certificate with respect to a sale of land by the Fire Board verifying that to the best of his/her knowledge the requirements of this

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## Drummond/North Elmsley Tay Valley Fire Rescue

policy and of a resolution passed under this policy are in compliance. A sample of the Certificate is attached as Schedule "A".

### 6.6 Effect

A certificate under subsection 6.5 shall be included with the deed or transfer of land and, unless a person to whom the land is sold has notice to the contrary, shall be deemed to be sufficient proof that this section is in compliance.

## 7.0 EXCLUSIONS

### 7.1 Exclusion - Certain Classes of Land

Clause 6.1 (b) does not apply to the sale of the following classes of land:

- a) land 0.3 metres or less in width acquired in connection with an approval or decision under the *Planning Act*;
- b) land that does not have direct access to a highway if sold to the owner of land abutting that land;
- c) land repurchased by an owner in accordance with Section 42 of the *Expropriations Act*;
- d) land sold under sections 107, 108, 109 of the *Municipal Act, 2001*;
- e) easements granted to public utilities or to the telephone companies.

### 7.2 Exclusion – Sale to Public Bodies

Clause 6.1 (b) does not apply to the sale of land to the following public bodies:

- a) another municipality;
- b) a Local Board including a school board and a conservation authority;
- c) the Crown in right of Ontario or Canada and/or their agencies.

### 7.3 Exclusion – Other Classes of Land

Subsection 6.1 does not apply to the sale of the following classes of land:

- a) land sold under Section 110 of the *Municipal Act, 2001*, as amended.

### 7.4 Exempt from Policy

This policy does not apply to the lease of land for less than 21 years.

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## Drummond/North Elmsley Tay Valley Fire Rescue

### 8.0 REGULATIONS

The Minister of Municipal Affairs may make regulations:

- a) exempting the sale of prescribed classes of land from all or any of the provisions of this by-law.

### 9.0 ACCOUNTABILITY FRAMEWORK

9.1 The Fire Chief is responsible for ensuring compliance with this policy.

### 10.0 POLICY REVIEW

10.1 This Policy shall be reviewed at least once per term of the Fire Board.

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## Drummond/North Elmsley Tay Valley Fire Rescue

### SCHEDULE "A"

#### SALE AND OTHER DISPOSITION OF LAND POLICY CERTIFICATE OF COMPLIANCE (Section 270 of the *Municipal Act, 2001*, as amended)

The sale of the real property located at:

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Has been lawfully completed with respect to the following:

- A Notice to be given to the public and the other procedures to be followed with respect to the disposal of real property was in force in the Fire Board when the resolution declaring the property surplus was passed;
- The Notice provision has been complied with;
- The required appraisal was obtained.

This will certify that the above transaction has been completed in compliance with the requirements of the *Municipal Act, 2001*.

Dated at Township of \_\_\_\_\_

In the County of Lanark

This .....day of ..... 20....

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FIRE CHIEF

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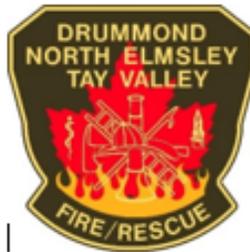
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## Drummond/North Elmsley Tay Valley Fire Rescue

### Disconnecting from Work Policy

#### 1.0 Purpose

Due to work-related pressures, the current landscape of work, or an employee's work environment or location, employees may feel obligated or choose to continue to perform their job duties outside their normal working hours. Work-related pressure and the inability to disconnect from the job can lead to stress and deterioration of mental health and overall well-being.

This policy has been established to support employee wellness, minimize excessive sources of stress, and ensure that employees have the right to disconnect from their work outside their normal hours of work. Disconnecting from work is vital to help employees achieve a healthy and sustainable work-life balance.

#### 2.0 Legislative Authority

Pursuant to Section 21.1.1 and 21.1.2 of the *Employment Standards Act, 2000*, as amended, an employer that, on January 1 of any year, employs twenty-five (25) or more employees shall, before March 1 of that year, ensure it has a written policy in place for all employees with respect to disconnecting from work.

#### 3.0 Scope

This policy applies to all fulltime employees of the Fire Department. Even though volunteer firefighters are considered parttime staff, they are exempt from this policy based on the nature of the work they perform for the Fire Department.

#### 4.0 Definitions

**Fire Board** – means the Drummond/North Elmsley Tay Valley Fire Board.

**Fire Chief** – means the person appointed by the Fire Board as defined in the Fire Protection and Prevention Act, 1997 and his or her designate.

**Disconnecting from Work** – shall mean not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.

**Employee** – shall mean all employees of the Fire Department.

**Employer** – shall mean the Fire Board for the Drummond/North Elmsley Tay Valley Fire Rescue.

**Member** – shall include a Member of the Fire Board.

**Fire Department** – shall mean Drummond/North Elmsley Tay Valley Fire Rescue.

**Normal Hours of Work (Normal Working Hours)** – shall be as defined in the employment contract, and/or job description for the position.

**Fire Board Chair** - shall mean a Member of the Fire Board elected by general vote as the Chair and is the Head of the Fire Board.

#### **5.0 Policy Statement**

Fulltime employees have the right to disconnect from their job and any work-related tasks or communication outside of normal working hours without the fear of reprisal or negative effects on their employment.

#### **6.0 Responsibilities**

##### **Fire Board**

The Fire Board shall ensure that employees are not regularly working outside their normal hours of work to complete or catch up on work.

##### **Fire Chief**

The Fire Chief shall work with employees to schedule and prioritize work.

The Fire Chief shall ensure that employees who do not reply to non-emergency work-related communication outside of normal working hours do not face reprisal or negative effects on their employment.

##### **Employees**

Employees are encouraged to set clear boundaries between work and their personal lives.

Employees shall ensure that they are not performing their non-emergency job duties and non-emergency work-related tasks outside normal working hours, while on break, or during any paid or unpaid time off.

Employees shall not respond to non-emergency work-related communications outside their normal working hours, while on break, or during any paid or unpaid time off.

Employees shall respect co-worker time off and not expect them to respond, communicate or complete non-emergency work after their normal working hours, while on break, or during any paid or unpaid time off.

Employees shall take scheduled breaks and use time off entitlements.

Employees taking time off are expected to update their voicemail, email out of office replies and the corporate calendar to indicate that they will be away from work and the duration for which they will be away.

Employees shall communicate workload issues with the Fire Chief and/or Fire Board if they are unable to complete their job duties during normal working hours.

#### **7.0 Fire Board Members**

Members of the Fire Board shall respect employees' time off and not expect them to respond, communicate or complete non-emergency work after their normal working hours, while on break, or during any paid or unpaid time off.

#### **8.0 Workload & Productivity**

The Employer understands that there may be circumstances where employees may want or need to work outside of the normal working hours to accommodate emergency response, or time-sensitive deadlines.

The Employer, Fire Chief and employees also recognize that situations can arise where it would be challenging to deal with matters during an employee's normal working hours. Specifically, the Employer or Fire Chief may contact employees outside of their normal working hours in the following circumstances, but not limited to:

- emergency response
- checking availability for staffing;
- to fill in on short notice for an absent co-worker;
- where unforeseen circumstances may arise;
- where a non fire-related emergency may arise;
- where other business or operational reasons require contact outside of normal working hours.

Where such situations occur, the Employer or Fire Chief undertakes to comply with the relevant provisions of the Employment Standards Act, the employee's employment

contract, and/or any other relevant Employer policies.

### **9.0 Overtime**

Overtime may be required for emergency response or in certain situations to ensure work is completed and to accommodate meeting schedules for Council and the Fire Board. Such overtime will be incorporated into the job description for any position in which it is reasonable to assume that overtime will be part of the position on a regular basis.

### **10.0 Compliance**

Failure to comply with this policy may result in discipline up to and including dismissal.

### **11.0 Communication**

This Policy, along with any updates, within thirty (30) days of being prepared or updated shall:

- be emailed to employees;
- be provided by hard copy to those employees that do not have an Employer provided email; and
- be provided to new hires as part of the orientation process.

A copy of this Policy shall be provided to any person, upon request.

### **12.0 Accountability Framework**

The Fire Chief is responsible for ensuring compliance with this policy.

### **13.0 Policy Review**

This Policy shall be reviewed at least once per term of Council.

### **14.0 References**

#### **Resources**

Employment Standards Act, 2000

**Review of Emergency Response Calls  
Nov. 1/22 – Mar. 22/23  
BBDE Station**

Fire – Structure	4
Fire – Brush / Grass	2
Fire – Vehicle	3
Fire – Other	0
Rescue – Motor Vehicle Accident	15
Rescue – Water / Ice	1
Rescue – Other	1
Medical Assist	5
Public Hazard – Power Lines / Electrical	2
Public Hazard – Other	1
Activated Alarm – CO	5
Activated Alarm – Smoke	4
Activated Alarm – False	2
Aid – DNETV Station Assist	2
Aid – Lanark County / Other Mutual Aid	6
Burning Complaint	1
<b>TOTAL:</b>	<b>54</b>

Review of Emergency Response Calls  
 Nov. 1/22 – Mar. 22/23  
 South Sherbrooke Station

Fire – Structure	1
Fire – Brush / Grass	1
Fire – Vehicle	0
Fire – Other	1
Rescue – Motor Vehicle Accident	3
Rescue – Water / Ice	0
Rescue – Other	0
Medical Assist	5
Public Hazard – Power Lines / Electrical	0
Public Hazard – Other	0
Activated Alarm – CO	0
Activated Alarm – Smoke	0
Activated Alarm – False	1
Aid – DNETV Station Assist	4
Aid – Lanark County / Other Mutual Aid	2
Burning Complaint	0
<b>TOTAL:</b>	<b>18</b>