



**TOWNSHIP OF MELANCTHON  
HYBRID COUNCIL MEETING  
THURSDAY, JUNE 5<sup>TH</sup>, 2025 - 5:00 P.M.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81067425772?pwd=eea6ANbERvaYbt2Q3IrG61zCqISWyZ.1>

Meeting ID: 810 6742 5772

Passcode: 686202

One tap mobile

+16473744685,,81067425772#,,,,\*686202# Canada

+16475580588,,81067425772#,,,,\*686202# Canada

Dial by your location

- +1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada
- +1 780 666 0144 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada

Meeting ID: 810 6742 5772

Passcode: 686202

**ADDENDUM TO THE AGENDA**

**10. Public Works**

3. Recommendation from the Infrastructure and Emergency Management Committee meeting held on June 2, 2025
5. Quote from Mike Vaughn, RJ Burnside and Associates regarding the Proposed Paved Shoulders in Horning's Mills

**11. Planning**

5. Report from Liam Morgan, Development Planner regarding the Township Official Plan and Zoning By-law Conformity Exercise – Consultant Recommendation
6. Notice of Decision from the County of Dufferin regarding Township of Melancthon OPA5

**16. Correspondence – Items for Information Purposes**

18. Letter from the Ministry of Sport advising that the Township's Application under the Community Sport and Recreation Infrastructure Fund has not been approved for funding

**17. General Business**

- 3.4. Town of Shelburne – CAOs Report on the Future of Fire Services



*The Corporation of*  
**THE TOWNSHIP OF MELANCTHON**  
*157101 Hwy. 10, Melancthon, Ontario, L9V 2E6*

## **Corporation Of the Township of Melancthon**

### **Memorandum**

**To: Mayor White And Members of Council**

**From: Kaitlin Dinnick, Secretary Infrastructure & Emergency Management Committee**

**Subject: Recommendation from Infrastructure and Emergency Management Committee Meeting Held June 2<sup>nd</sup>, 2025**

**Date: June 5<sup>th</sup>, 2025**

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### **8.3 General Business; Update on Proposed Riverview Park**

Staff advised that the Township does not have a survey for the property on file. However, based on historical mapping, it appears that a survey may have been conducted in the past. It may simply require a surveyor to visit the site and stake the lot lines.

### **Recommendation**

The Infrastructure and Emergency Management Committee recommends to Council that we hire a surveyor to stake the lot lines at the Riverview Park.

## Denise Holmes

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**From:** Denise Holmes  
**Sent:** Tuesday, June 3, 2025 12:01 PM  
**To:** Denise Holmes  
**Subject:** FW: Proposed Paved Shoulder, Main Street 058044

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**From:** Mike Vaughan <Mike.Vaughan@rjburnside.com>  
**Sent:** Monday, June 2, 2025 3:21 PM  
**To:** Denise Holmes <dholmes@melancthontownship.ca>  
**Cc:** Gord Feniak <Gord.Feniak@rjburnside.com>; Chris Knechtel <Chris.Knechtel@rjburnside.com>; Kaitlin Dinnick <kdinnick@melancthontownship.ca>  
**Subject:** RE: Proposed Paved Shoulder, Main Street 058044

Hi Denise,

Apologies again for the delay in getting this to you. Below is a breakdown of our expected tasks for this project and some budgetary considerations moving forward. Once you're satisfied with our scope of work I can formalize this into a proper fee proposal for you to sign to get this work properly started.

Scope of work:

- Project Initiation, Background Document Review, Detailed Site Review (note work already completed can be included here)
- Topographic Survey
- Geotechnical Investigation (by others)
- Detailed Design/Drawings
- Permits and Approvals (Note this section of road is almost entirely within NVCA regulated lands and will require work partially within an undocumented wetland)
- Tender Process
- Contract Admin and Inspection

A total budget for Burnside's fees will likely be in the order of \$40,000 - \$45,000, and allowances will be in the order of \$15,000 (geotechnical investigation, locates, etc.). So, a total budget for engineering services should be around **\$60,000 + HST**.

Let me know if your OK with this and we'll work up something more formal, or let me know if there's anything in the scope you would like us to exclude.

Thanks,  
Mike

**Mike Vaughan, P.Eng.**  
Municipal Engineer

R.J. Burnside & Associates Limited | [www.rjburnside.com](http://www.rjburnside.com)  
Office: +1 800-265-9662 Direct: +1 519-938-3092



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**MEMORANDUM**

**To:** Mayor White and Members of Council

**Copy:** Ms. Denise Holmes, CAO/Clerk

**From:** Liam Morgan, Development Planner

**Date:** June 5, 2025

**Re:** Township Official Plan and Zoning By-law Conformity Exercise – Consultant Recommendation

**1.0 RECOMMENDATIONS**

**THAT the report titled Township Official Plan and Zoning By-law Conformity Exercise – Consultant Recommendation, dated June 5<sup>th</sup>, 2025, be received;**

**THAT Council supports the consultant recommendation brought forth by Township Planning staff for the Official Plan and Zoning By-law conformity exercise;**

**AND THAT Council advises Township Planning staff to proceed with retaining the services of the recommended consultant.**

**2.0 BACKGROUND**

In October 2024, the County of Dufferin submitted Official Plan Amendment Four (herein referred to as ‘OPA 4’) to the Ministry of Municipal Affairs and Housing (MMAH) for final approval. The submission of OPA 4 marked the final stage of the County’s Municipal Comprehensive Review (MCR) centred around the updating of the County of Dufferin Official Plan.

With the MCR process being completed at the County level, the lower tier municipalities are now required to undertake a conformity exercise of their respective Official Plans and Zoning By-laws, as per the *Planning Act*. This process is required to ensure that all lower tier planning policies generally align with the policies and new mapping changes provided outlined in the updated County Official Plan. Further to that, the conformity process is also required to be undertaken and finalized within one (1) year from the date MMAH provides final approval; however, being that OPA 4 has yet to receive final approval from MMAH, the one (1) year timeframe has not yet been started. Therefore, the Township’s position in the conformity process is one that is favourable.

Given this *Planning Act* requirement, in Quarter One (1) of 2025 Township of Melancthon staff issued a Request for Proposal (RFP) as a means to retain a consultant to undertake this conformity exercise. The Township received four (4) consultant submissions from the following organizations:

- J.L. Richards
- NPG Planning Solutions
- Planscape
- Weston Consulting

The intent of the upcoming report is to provide Council with an overview of the submissions received, including details on the scope of work proposed, expected cost, and advantages and disadvantages of each consultant. At the conclusion of the report, Township Planning staff will offer Council a recommendation on which consultant to retain to undertake the conformity exercise.



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**3.0 CONSULTANT(S) SUBMISSION OVERVIEW**

To create a clear depiction of each consultants submission, Township Planning staff have prepared a table that offers a high-level overview of each RFP submission including reference to the scope of work, cost, and estimated completion date of the project.

Consultant	Scope of Work	Cost	Estimated Completion Date
J.L Richards	<b>Stage 1:</b> Project Initiation <b>Stage 2:</b> Information Gathering and Analysis <b>Stage 3:</b> Draft Official Plan and Zoning By-law <b>Stage 4:</b> Final Official Plan and Zoning By-law	\$99,741.74 (excluding HST)	Not provided
NPG Planning Solutions	<b>Stage 1:</b> Project Initiation <b>Stage 2:</b> Official Plan Update <b>Stage 3:</b> Zoning By-law Update	\$164,470 (excluding HST)	February 2027
Planscape	<b>Stage 1:</b> Project Initiation, Background Review and Policy Directions <b>Stage 2:</b> Official Plan Preparation, Engagement and Approval <b>Stage 3:</b> Zoning By-law Preparation, Engagement and Approval	\$129,530 (excluding HST)	August 2027
Weston Consulting	<b>Stage 1:</b> Planning Due Diligence and Preparation of Work Plan and Strategy <b>Stage 2a:</b> Preparation and Approval of Official Plan Amendment(s) <b>Stage 2b:</b> Preparation and Approval of Zoning By-law <b>Stage 3:</b> Consolidation of Final Versions of Official Plan and Zoning By-law	\$179,800	July 2027



**4.0 CONSULTANT ADVANTAGES AND DISADVANTAGES**

In reviewing each submission brought forth, Township Planning staff determined that there were several advantages and disadvantages for each consultant. These advantages and disadvantages were utilized, in combination with the evaluation matrices (see *Appendix 1*) discussed in section 5.0, to determine which consultant to recommend to Council. A detailed table outlining the consultant, as well as their associated advantages and disadvantages, is provided below.

Consultant	Advantages	Disadvantages
J.L Richards	<ul style="list-style-type: none"><li>• Area knowledge (consultant for Grand Valley’s conformity exercise).</li><li>• Most inexpensive</li><li>• Includes public information session and public survey as part of overall cost</li></ul>	<ul style="list-style-type: none"><li>• No project timeline provided</li><li>• Does not include responses required for major or additional public comments in total cost</li></ul>
NPG Planning Solutions	<ul style="list-style-type: none"><li>• Detailed work plan provided as part of submission</li><li>• Extensive deliverables as part of each project stage.</li><li>• Area knowledge (previous work for Township of Mulmur)</li></ul>	<ul style="list-style-type: none"><li>• Higher cost</li><li>• There is a maximum number of meetings and workshops. Additional meetings would increase total cost.</li></ul>
Planscape	<ul style="list-style-type: none"><li>• Area knowledge (consultant for East Garafraxa’s conformity exercise).</li><li>• Extensive work with smaller municipalities</li><li>• Includes Township tour and deliverables as part of each stage.</li><li>• Second most inexpensive</li></ul>	<ul style="list-style-type: none"><li>• Smaller team compared to other consultants</li></ul>
Weston Consulting	<ul style="list-style-type: none"><li>• Highly detailed work plan</li><li>• Earliest timeframe for completion of project</li></ul>	<ul style="list-style-type: none"><li>• Higher cost</li><li>• Experience is predominately with larger municipalities</li></ul>

**5.0 ANALYSIS**

To determine which consultant to recommend to Council, Township Planning staff relied upon the advantages and disadvantages table provided above, as well as an evaluation matrix used to grade the proposal submissions. This methodological approach allowed Township Planning staff to review the proposals from two perspectives. The evaluation matrix offered a quantitative view on the proposals in the fact that it allowed for a numerical grading and assessment to take place whereas the advantages



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and disadvantages process offered a more qualitative view. This qualitative component provided Township Planning the opportunity to evaluate the proposals utilizing factors such as organizational 'fit' and services provided.

While Township Planning staff can appreciate that all four (4) consultants present strong cases for retainment, there are some key elements that Township Planning staff believed were of significant value. For one, proposals that offered a relatively inexpensive total cost for the project were of greater preference to Township Planning staff because of their ability to reduce overall costs for the Township. Further to that, consultants that had previous policy creation and/or update experience either in the County of Dufferin or in similar small-scale, rural-based municipalities were deemed to be of higher value compared to those with minimal to no experience in those areas. The Township of Melancthon is a unique and diverse agricultural municipality and, as such, Township Planning staff believe that retaining a consultant with previous experience in either the County or other rural-based municipalities would be of significant benefit for this project.

Based on Township Planning's review of the proposal submissions, it is recommended that the Township retains **Planscape** to undertake the Township's Official Plan and Zoning By-law conformity exercise. Not only did Planscape achieve the highest grade in the evaluation matrix, but this organization has significant experience with policy review and update in rural municipalities and is currently leading the conformity exercise for the Township of East Garafraxa. Though Planscape was not the most inexpensive proposal, it was the 2<sup>nd</sup> most inexpensive and offered several additional elements within the proposal that were not included in the proposal for the most inexpensive option.

## **6.0 CONCLUSION**

With the County of Dufferin MCR process being finalized at the County level, the Township of Melancthon must now begin the process of ensuring conformity to the County Official Plan. To do this, Township staff issued an RFP as a means to retain a consultant to update the Township Official Plan and Zoning By-law. Based on the proposals received as part of this process, Township Planning staff believe that the most suitable candidate to undertake this project is **Planscape**. This organization has significant experience in rural policy updates and creation, as well as offers the Township a relatively inexpensive option compared to the other proposals submitted.

Prepared by:

**Liam Morgan, MCIP, RPP**  
Development Planner  
Phone: 519-941-2816 Ext. 2511  
[lmorgan@melancthontownship.ca](mailto:lmorgan@melancthontownship.ca)

## **List of Appendices**

- Appendix 1 – Evaluation Matrices



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**Appendix 1 - Evaluation Matrices**





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J.L. Richards – Evaluation Matrix

Description	Available Points	Score
Company Background	10	8
List of Key Personnel providing Services	15	11
Portfolio of Previous Related Experience	30	20
Preliminary Work Plan	30	22
Costing Structure and Breakdown	15	10
Conflicts of Interest (if applicable)	Submitted (Y/N)	Y (None)
Total	100	71

NPG Planning Solutions – Evaluation Matrix

Description	Available Points	Score
Company Background	10	8
List of Key Personnel providing Services	15	12
Portfolio of Previous Related Experience	30	20
Preliminary Work Plan	30	25
Costing Structure and Breakdown	15	10
Conflicts of Interest (if applicable)	Submitted (Y/N)	Y (None)
Total	100	75

Planscape – Evaluation Matrix

Description	Available Points	Score
Company Background	10	8
List of Key Personnel providing Services	15	11
Portfolio of Previous Related Experience	30	20
Preliminary Work Plan	30	25
Costing Structure and Breakdown	15	12
Conflicts of Interest (if applicable)	Submitted (Y/N)	Y (None)
Total	100	76



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157101 Highway 10, Melancthon, Ontario, L9V 2E6

Weston Consulting – Evaluation Matrix

Description	Available Points	Score
Company Background	10	8
List of Key Personnel providing Services	15	12
Portfolio of Previous Related Experience	30	20
Preliminary Work Plan	30	24
Costing Structure and Breakdown	15	11
Conflicts of Interest (if applicable)	Submitted (Y/N)	Y (None)
Total	100	75

## **NOTICE OF DECISION**

**Under Section 17 and 22 of the Planning Act R.S.O. 1990, C.P. 13 as amended**

**Subject:** Township of Melancthon Official Plan Amendment No. 5

**County File No:** Melancthon OPA 5

**Date of this notice:** June 3, 2025

**Last date of appeal:** June 23, 2025

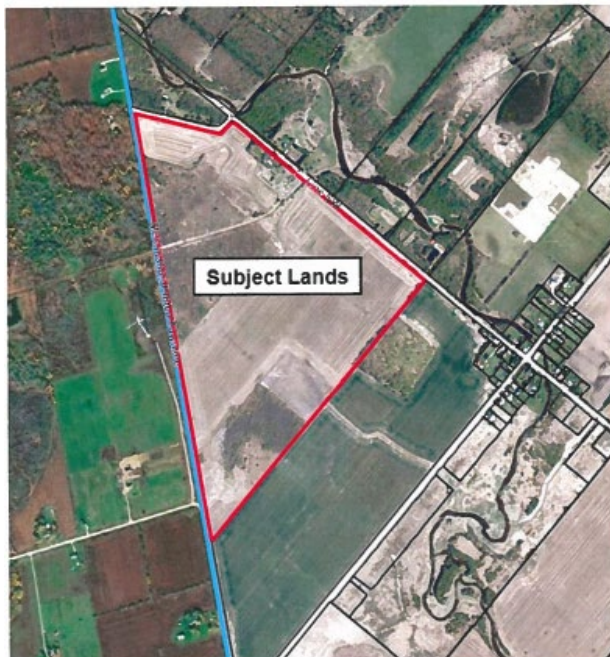
**TAKE NOTICE** that on May 22, 2025, the County of Dufferin made a decision to **REFUSE** Amendment No. 5 to the Official Plan for the Township of Melancthon, as adopted by the Township of Melancthon on March 20, 2025.

### **Purpose and Effect of this Amendment:**

The purpose of the Official Plan Amendment is to redesignate the subject property from *Agricultural and Environmental Protection* to *Agricultural – Site Specific and Environmental Protection*. The amendment intends to reduce the minimum lot size requirement of 40 hectares to 28.3 hectares to allow for a future consent application for the subject lands to be proceeded with.

### **Lands Affected:**

078106 7<sup>th</sup> Line SW, Lot 24 and Part of Lot 23 and 25, Concession 7 SW in the Township of Melancthon



**Other Applications Affecting the Subject Lands:**

Consent (Severance) Application B1/24

**For Additional Information:**

Copies of the Township of Melancthon Official Plan Amendment No. 5, as well as background information and the details of the decision, will be available for inspection at the County's municipal offices on an appointment basis. For further assistance, please contact Michelle Dunne, Clerk, County of Dufferin, by phone: 519-941-2816 ext. 2504, or email: [clerk@dufferincounty.ca](mailto:clerk@dufferincounty.ca)

**When the Decision will Become Final:**

The decision of the County of Dufferin is final if a notice of appeal is not received on or before the last day for filing a notice of appeal.

**When and How You May Appeal:**

Take notice that an appeal to the Ontario Land Tribunal in respect to all or part of this Official Plan Amendment may be made by filing a notice of appeal with the County Clerk, within 20 days of this notice. A notice of appeal, referring to the Subject information and File Number at the top of this notice, must be received in writing no later than 4:30 pm on the last date of appeal shown at the top of this notice. The filing of an appeal after 4:30 pm, in person or electronically, will be deemed to have been received the next business day. The notice of appeal must:

1. Be filed with the Corporation of the County of Dufferin, the approval authority, to the address below or via the e-file portal,
2. Set out the specific part of the proposed official plan or plan amendment to which the appeal applies,
3. Set out the reasons for appeal, and
4. Be accompanied by the fee required by the Ontario Land Tribunal. The fee can be paid online through the e-file portal or by cheque, payable to the "Minister of Finance".

Appeals may be filed via the Ontario Land Tribunal e-file service at <https://olt.gov.on.ca/e-file-service> by selecting Dufferin (County) as the Approval Authority. First time users will need to register for a My Ontario account. If the e-file portal is down, you can submit your appeal to [clerk@dufferincounty.ca](mailto:clerk@dufferincounty.ca)



If you wish to appeal to the Ontario Land Tribunal or request a fee reduction for an appeal, forms are available from the Ontario Land Tribunal website at <https://olt.gov.on.ca/forms-submissions/>

**Who Can File an Appeal:**

As per Section 17(36) of the *Planning Act*, only the Minister, the person or public body that made the request to amend the plan, and a person or public body who, before the amendment was adopted, made oral submissions at a public meeting or written submissions to the council, may appeal the decision of the approval authority.

As per Section 8 of Ontario Regulation 543/06, only individuals, corporations, or public bodies may appeal a decision of the approval authority to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filled in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeals unless, before the plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to the council or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.

**Notice dated this 3<sup>rd</sup> day of June, 2025.**

Michelle Dunne, Clerk, County of Dufferin

The Corporation of the County of Dufferin  
30 Centre Street  
Orangeville, ON L9W 2X1  
Tel: 519-941-2816 ext. 2504  
Email: [clerk@dufferincounty.ca](mailto:clerk@dufferincounty.ca)

**Ministry of Sport**

Sport, Recreation and  
Major Events Division

777 Bay Street, 2<sup>nd</sup> Floor  
Toronto ON M7A 1S5

**Ministère du Sport**

Division des sports, des loisirs et  
des grands événements

777, rue Bay, 2<sup>e</sup> étage  
Toronto ON M7A 1S5



June 3, 2025

Sarah Culshaw  
Treasurer  
Township of Melancthon  
157101 Highway 10 Highway  
Melancthon, ON L9V2E6  
sculshaw@melancthontownship.ca

Re: Community Sport and Recreation Infrastructure Fund - Application #2024-10-1-3005097289

Dear Sarah Culshaw:

Thank you for your application to the Community Sport and Recreation Infrastructure Fund. I regret to inform you that your application under Stream 1: Repair and Rehabilitation has not been approved for funding in this current intake.

The Community Sport and Recreation Infrastructure Fund was a highly competitive program, with more than 400 project submissions received. As a result, not all applications could be supported at this time. However, we encourage applicants who were not successful to consider reapplying in future funding rounds. For support in strengthening a future submission, please consult your local Regional Development Advisor. Find your advisor at: [Regional development advisors | ontario.ca](#)

Thank you once again for your interest in the program and for your ongoing support of sport and recreation in Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Tyler Currie", with a stylized flourish at the end.

Tyler Currie  
Assistant Deputy Minister

## Denise Holmes

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**From:** Jennifer E. Willoughby <jwilloughby@shelburne.ca>  
**Sent:** Tuesday, June 3, 2025 11:25 AM  
**To:** Denise Holmes  
**Cc:** Denyse Morrissey; Wade Mills  
**Subject:** CAO's Report - Future of Fire Services  
**Attachments:** Township of Melancthon.pdf

Good Morning

Attached please find a letter requesting to set a meeting date regarding CAO Report 2025-02 that was presented at last night's council meeting (June 2). The meeting was live streamed on the Town's YouTube channel <https://www.youtube.com/watch?v=A4U4-Uykzm0> – presentation of the report and subsequent discussion starts at the 1:46:10 minute mark.

If you could please advise of a meeting date and time at your earliest convenience that would be appreciated.

The recommendation in the report was passed unanimously by a recorded vote, which notes the following:

Moved By: Councillor Benotto  
Seconded By: Councillor Guchardi

BE IT RESOLVED THAT Council receives report CAO2025-02 regarding Future Fire Services – Town of Shelburne for information; and

THAT Council re-endorses that the Shelburne and District Fire Board be dissolved; and

THAT the Town re-establishes a fire department as part the Town of Shelburne by Q2 or Q3 2026 based on a model that includes collaboration with any municipalities purchasing contracted fire services under agreement with the Town of Shelburne; and

THAT the Town of Shelburne requests that the Shelburne and District Fire Department Board suspend all current spending and review related to an expanded fire hall or new fire hall which has an estimated future cost of \$15 million; and

THAT the Town outlines the costing approach of the 2026 one-time capital buy-out offers to the municipalities represented on the Board of the Shelburne and District Fire Department by June 4, 2025; and

THAT the Town provides the proposed 2026 and 2027 costs for contracted fire services based on a fee per call service model to the municipalities represented on the Board of the Shelburne and District Fire Department by June 4, 2025; and

THAT the Town of Shelburne requests a response from each municipality regarding the proposed 2026 one time buy out approach and the proposed 2026 and 2027 fee for service costs under a contract fire services model by July 23, 2025.

Carried, Wade Mils

Thank You

Jennifer Willoughby, Director of Legislative Services/Clerk

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

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

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





June 3, 2025

Denise Holmes, CAO  
Township of Melancthon  
c/o dholmes@melancthontownship.ca

On June 2, 2025 a recorded vote was requested and Council unanimously approved the following:

BE IT RESOLVED THAT Council receives report CAO2025-02 regarding Future Fire Services – Town of Shelburne for information; and

THAT Council re-endorses that the Shelburne and District Fire Board be dissolved; and

THAT the Town re-establishes a fire department as part the Town of Shelburne by Q2 or Q3 2026 based on a model that includes collaboration with any municipalities purchasing contracted fire services under agreement with the Town of Shelburne; and

THAT the Town of Shelburne requests that the Shelburne and District Fire Department Board suspend all current spending and review related to an expanded fire hall or new fire hall which has an estimated future cost of \$15 million; and

THAT the Town outlines the costing approach of the 2026 one time capital buy-out offers to the municipalities represented on the Board of the Shelburne and District Fire Department by June 4, 2025; and

THAT the Town provides the proposed 2026 and 2027 costs for contracted fire services based on a fee per call service model to the municipalities represented on the Board of the Shelburne and District Fire Department by June 4, 2025; and

THAT the Town of Shelburne requests a response from each municipality regarding the proposed 2026 one time buy out approach and the proposed 2026 and 2027 fee for service costs under a contract fire services model by July 23, 2025.

Please find attached:

1. Staff report CAO2025-02 regarding Future Fire Services Town of Shelburne, June 2, 2025
2. Proposed Costing approach for one time 2026 capital buy-out offers
3. Proposed 2026 and 2027 contracted fee for service models
4. SDFD Cost Sharing Breakdown for 2025 Budget



Mayor Mills, Deputy Mayor Hall, the CAO and Director of Financial Services would be happy to meet virtually as a group (or in person if preferred) with representatives of your Municipality.

Potential group meeting dates and times, based on an estimated 1.5 hour meeting, for your consideration is listed below:

June 17	2:00pm-3:30 pm
June 19	10:30am-12:00pm
June 19	1:00pm – 2:30pm
June 20	2:30pm-4:00pm

It would be appreciated if you could confirm which dates and times you would like to meet, and whether virtually or in person, by June 10, 2025.

Regards,

Jennifer Willoughby  
Director of Legislative Services  
Town of Shelburne



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<b>Meeting Date:</b>	Monday, May 26, 2025
<b>To:</b>	Mayor and Members of Council
<b>From:</b>	Denyse Morrissey, CAO
<b>Report:</b>	CAO 2025-02
<b>Subject:</b>	Future Fire Services - Town of Shelburne

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#### Recommendation

BE IT RESOLVED THAT Council receives report CAO2025-02 regarding Future Fire Services – Town of Shelburne for information; and

THAT Council re-endorses that the Shelburne and District Fire Board be dissolved; and

THAT the Town re-establishes a fire department as part the Town of Shelburne by Q2 or Q3 2026 based on a model that includes collaboration with any municipalities purchasing contracted fire services under agreement with the Town of Shelburne; and

THAT the Town of Shelburne requests that the Shelburne and District Fire Department Board suspend all current spending and review related to an expanded fire hall or new fire hall which has an estimated future cost of \$15 million; and

THAT the Town outlines the costing approach of the 2026 one time capital buy-out offers to the municipalities represented on the Board of the Shelburne and District Fire Department by May 28, 2025; and

THAT the Town provides the proposed 2026 and 2027 costs for contracted fire services based on a fee per call service model to the municipalities represented on the Board of the Shelburne and District Fire Department by May 28, 2025; and

THAT the Town of Shelburne requests a response from each municipality regarding the proposed 2026 one time buy out approach and the proposed 2026 and 2027 fee for service costs under a contract fire services model by July 16, 2025.

## Background

### **County of Dufferin- Multi-Jurisdictional Fire Prevention and Protection Modernization Plan**

The County of Dufferin hired a consultant to review fire services. The Multi-Jurisdictional Fire Prevention and Protection Modernization Plan was provided to Dufferin County in September 2024.

Each municipality was asked to remit their comments to the County by the end of December 2024, including which of the four (4) options they supported:

1. County fire service
2. County wide service operated by the Town of Orangeville
3. Municipal fire services and dissolution of boards
4. Status quo

### **Responses to County of Dufferin Report**

There is a range of directions that municipalities represented on the SDFB supported including new models being created. The summary below is a snap shot of that:

1. Town of Shelburne, November 25, 2024

The Town of Shelburne supports a revised model for fire services, one that would be based on collaboration and dissolution of the Shelburne and District Fire Board; and that

The Town of Shelburne approves Option 3 from the Dufferin County Multi-Jurisdictional Fire Prevention and Protection Modernization Plan Report that

governance of the various fire departments revert to municipal Councils with a contract for services model be supported; and that

The Town of Shelburne re-initiates discussions with the municipalities represented on the Board of the Shelburne and District Fire Department (SDFD) regarding dissolving the SDFD Fire Board and to bring SDFD under direct governance and management of the Town of Shelburne in Q1 2026.

2. Township of Amaranth, November 20, 2024

Council supports the exploration of a North Dufferin Fire Service as presented by the Township of Mulmur.

3. Township of Melancthon, December 12, 2024

Now therefore be it resolved that Melancthon Council supports Option 1 of the Multi-Jurisdictional Fire Prevention and Protection Modernization Plan.

4. Township of Mulmur, November 6, 2024

That Council of the Township of Mulmur supports in principle the dissolution of the Fire Board servicing the Township of Mulmur; And that Council supports further exploration of a North Dufferin Fire Service Area that would include the approximate geographic area currently served by Shelburne & District, Mulmur- Melancthon, and Rosemont & District Fire Boards.

5. Town of Mono - Mono Council, on February 11, 2025

THAT Council for the Town of Mono supports Option 4 from the Multi-Jurisdiction Fire Prevention and Protection Modernization Plan, maintaining the status quo.

### **General Information – 1991 Agreement and SDFD Organizational Chart**

The geographic area covered by SDFD is 371.07 km<sup>2</sup>. Shelburne is 6.6 km<sup>2</sup>.

The 1991 fire services agreement and By-law 22-1991 is provided in Appendix 1. The Organizational Chart for SDFD is provided in Appendix 2.

### **SDFB – \$15 Million expanded/new fire hall**

Based on the 2025 funding model Shelburne would fund 57.73 % (or more potentially pending future percentages adjustments) of the capital costs or about \$8.65 million of \$15 million. There would also be significant annual debt costs based on a likely 15 to 20 year borrowing term.

The status of the waste treatment plant (estimated to be \$45 M) and whether expanded or repaired is critical to future growth timing in Shelburne and plays a very significant role regarding fire service level needs and related costs and staffing, and capital.

While the lower tier Councils have responded to the County report, running parallel to this is the direction of SDFD that includes reviewing models like Minto's, Lincoln/Grimsby, and Newmarket/Aurora, considering purchasing land and that process to support an expanded/new fire hall estimated to be \$15 Million, and hiring a firm to develop RFPs for the building at a cost of about \$100k.

Council approved the recommendations in the staff report re Option 3 with regards to the County's report whereby fire services becomes a department of Town of Shelburne (in 2026). Making any commitments for a future expanded or new fire hall given that 56% or more of \$15 million is funded by Shelburne precludes the future analysis Town staff and/or consultants would complete regarding this capital project based on transitioning to a Town fire service.

This report has included in the recommendation that the Town of Shelburne requests that the Shelburne and District Fire Department Board suspend all current spending and review related to an expanded fire hall or new fire hall.

### **Re-establishing the direct delivery of fires services by Town of Shelburne**

Based on respecting and understanding that one of the priority concerns of municipalities represented on the SDFB could be increasing costs and a lack of control/input with a contracted fee for service model (via agreement) it is very important to ensure collaboration and consultation is a component of the model.

The general next steps to re-establish a Town delivered fire service include:

- Buy out of capital, fleet and past building expansion
- Fee for service contract with each municipality by agreement

- Implement Advisory Group comprised of Mayor from each municipality that meets quarterly with Fire Chief and Shelburne CAO; meeting administration by Town staff; develop Terms of Reference for the Advisory Group.
- All capital costs and capital projects are the responsibility of Shelburne
- Name SDFD stays the same with required staff transferred
- Mutual aid agreements are updated
- Rescind 1991 fire services agreement and applicable by-laws

Based on the Town of Shelburne's Community Risk Assessment (CRA) report, May 2024, the average number of calls (2018-2022) per year in the Town of Shelburne is 159 which is less than one call per day. "An increase was noted in 2022 with a total of 196. In 2022 the highest percentage of incidents were responses to false fire calls, and most actual fire calls occurred in the residential setting". The number of calls by area for 2022 is provided in Appendix 3. Information for 2024 as extracted from the Shelburne & District Fire Department 2024 Annual Report is provided in Appendix 4.

## Financial

### **Shelburne & District Fire Department 2024 Funding by Municipality**

The 2025 funding contributions for operating and capital are:

Municipality	Board Rep #	%	Operating	Capital	Total
Amaranth	2	12.83%	\$133,033.97	\$68,013.03	\$201,047.00
Melancthon	2	13.84%	\$143,482.38	\$73,355.71	\$216,838.09
Mono	2	8.47%	\$87,760.06	\$44,877.54	\$132,637.60
Mulmur	2	7.13%	\$73,926.15	\$37,794.92	\$111,721.07
Shelburne	2	57.73%	\$598,467.45	\$305,067.90	\$903,535.35

The funding amount can change annually based on 3 year fire call average, households and assessment. Based on the formula Shelburne has increased in 2025 to 57.73% or \$903,535.35. In 2024 Shelburne paid 56.35% or \$724,898.03.

As shown on the prior chart, each municipality represented on the SDFB regardless of funding percentage required by their municipality has two representatives on the Board and 2 votes.

For comparison, the Rosemont District Fire Department has two representatives from Mono, Adj-Tos, and Mulmur for a total of six. Mulmur councillors are allocated two votes each as they fund 52% of the costs. Extracted from Section 9C of that agreement: "Each member from Mulmur Council shall have two (2) votes each on the Board and each member from Adjala-Tosorontio and Mono Council shall have one (1) vote each on the Board for operating and capital items."

### **Fee for Service Model – Operating Costs**

A general review of two costing approaches used in other municipalities for operating costs were looked at. These were a flat rate per year, and a cost per call model.

This report includes the recommendation that the proposed 2026 and 2027 costs for contracted fire services for operating costs based on a fee per call service model be provided by May 28, 2025 to the municipalities represented on the Board of the Shelburne and District Fire Department

### **One Time Capital Buy-Outs**

The four main funding sources identified for the Town to fully fund the estimated one time capital buy-outs in 2026 are the Town's Development Charges Accommodation Reserve, and the current and future years policing costs savings achieved from contracting policing from the OPP.

Using the 2024 audited statements, estimates of the one time buy outs have been completed. The basis of the calculations, which used the Capital Asset Net Book Value 2024, will be summarized in the letters that each municipality will be provided by May 28, 2025. However the actual offers for one time buy outs would not be finalized until Q1 2026 and when 2025 audited financial statements are received so the 2025 Net Book Value figures are known.



## Policies & Implications

1991 fire services agreement and By-law 22-1991

## Consultation and Communications

Not applicable

## Council Priorities

Council's Priorities has three Pillars – Sustainable, Engaged and Liveable.

There is a total of 14 Priorities within the three Pillars. This report aligns with the Sustainable and Engaged Pillar within the Priorities of:

SP2 Invest in critical infrastructure and services for the future

SP5 Build responsive organizational capacity

EP1 Promote effective partnerships

## Supporting Documentation

Appendix 1 1991 fire services agreement and By-law 22-1991

Appendix 2 SDFD Organizational Chart, January 2025

Appendix 3 2022 SDFD total calls by Municipality

Appendix 4 2024 Incident Summary sourced from the Shelburne & District Fire Department 2024 Annual Report

**TOWN OF SHELBURNE**

**BY-LAW NUMBER 22-1991**

**being a By-law to authorize a Fire Protection Agreement**

WHEREAS Paragraph 5, Section 208 of The Municipal Act, R.S.O. 1980, Chapter 302, authorizes the Councils of all Municipalities to enter into agreements with other municipalities for the joint management and operation of fire departments and for the establishment of joint boards of management thereof:

NOW THEREFORE the Council of the Corporation of the Town of Shelburne enacts as follows:


THAT an agreement be entered into between the Town of Shelburne, the Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur with respect to fire department management and operation and the establishment of a joint board of management in accordance with the agreement attached.

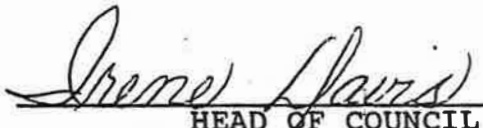
This by-law shall take effect and come into force on January 1, 1992.

That all or any parts of by-laws not consistent herewith are hereby repealed.

BY-LAW READ A FIRST AND SECOND TIME THIS 9th DAY OF September, 1991.

BY-LAW READ A THIRD TIME AND PASSED THIS 9th DAY OF September, 1991.

  
CLERK

  
HEAD OF COUNCIL

## AGREEMENT

THE AGREEMENT made this 15th day of October 1991, BETWEEN:

THE CORPORATION OF THE TOWN OF SHELBURNE

THE CORPORATION OF THE TOWNSHIP OF AMARANTH

THE CORPORATION OF THE TOWNSHIP OF MELANCTHON

THE CORPORATION OF THE TOWNSHIP OF MONO

THE CORPORATION OF THE TOWNSHIP OF MULMUR

WHEREAS Section 208 (5) of the Municipal Act, R.S.O. 1980 allows for entering into agreements with one or more municipalities to provide for the joint management and operation of the Fire Departments and for the establishment of Joint Boards of Management thereof;

AND WHEREAS Section 210 (24) of the Municipal Act, R.S.O. 1980 grants permission for two (2) or more municipalities to establish, maintain and operate Fire Departments upon such basis as to the distribution of costs as the municipalities may agree;

AND WHEREAS the parties hereto have passed respective by-laws for entering into this Agreement;

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

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

1. A Joint Board of Management shall be established and shall be composed of two (2) members from each municipality and to be known as the SHELBURNE & DISTRICT FIRE DEPARTMENT JOINT BOARD OF MANAGEMENT, hereinafter called the "FIRE BOARD". The Fire Board shall be appointed by the Councils of the participating municipalities, each Council appointing in December, to take office effective January 1st next following, for a term

concurrent with Council, two members including at least one elected member. Any vacancy occurring on the Fire Board shall be filled within thirty (30) days of same occurring by the Council of the municipality which had appointed the member wherein the vacancy occurred.

2. The Fire Board shall appoint a Chairperson from among its members at the first meeting of the Fire Board in each calendar year. The Chairperson shall preside at all meetings of the Fire Board and be charged with the general administration of the business and affairs of the Fire Board.
3. The Fire Board shall appoint a Secretary/Treasurer at the first meeting of the Fire Board in each calendar year. The Secretary/Treasurer shall be from the administration of one of the participating municipalities. The Fire Board shall appoint an auditor for the Board and shall audit the accounts of the Fire Board and shall submit copies of the annual statements and copies of his report to the Fire Board and to each of the parties to the Agreement.

The Secretary/Treasurer shall give or cause to be given all notices required to members of the Fire Board and shall attend all meetings of the Fire Board and enter or cause to be entered in books kept for that purpose minutes of all proceedings at such meetings and be the custodian of all books, papers, records and documents belonging to the Fire Board and perform and do such other duties as may from time to time be prescribed by the Fire Board.

The Secretary/Treasurer shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of the Department and, under the direction of the Fire Board, shall deposit all monies with respect to the operation of the Department in a special bank account designated for that purpose and shall render to the Fire Board at the meetings thereof, or whenever required, an account of all transactions and of the financial position of the Department. The Secretary/Treasurer shall pay only such items as are approved.

4. The Fire Board shall hold at least four regularly scheduled meetings annually, and at such other times at the call of the Chairperson or on petition of a majority of the members of the Fire Board. The Fire Board shall ensure the attendance of the Fire Chief of the Department and/or his representative(s) at each Fire Board meeting.
5. The Fire Board shall ensure that all meetings are convened and continued only when a quorum of six (6) members including the Chairperson is present.
6. All Fire Board meetings shall have business conducted by Parliamentary procedure.

Copies of all minutes of regular and special meetings of the Fire Board are to promptly submitted to the Councils of each party to this Agreement.

Quarterly unaudited Financial Statements, after consideration by the Fire Board, are to be forwarded to the Councils of each party to this Agreement forthwith.

7. The Councils may offer direction by January 15 of each year prior to budget deliberations. By the 28th day of February in each year, the Fire Board shall submit in writing to each of the parties hereto a draft budget for the operation of the Department for that year. Each party hereto shall endeavour to approve such draft budget or an amendment thereof as agreed to by the other parties on or before the 30th day of March in each year.

Each party hereto agrees to pay the amount required from the municipality for Fire Board purposes in the following instalments:

- i) twenty-five percent (25%) of the amount required for Fire Board purposes in the prior year on or before the 31st day of March in the current year;
- ii) Fifty percent (50%) of the amount required for Fire Board purposes in the current year, less the amount of the instalment paid under Section (i), on or before the 30th day of June in the current year;
- iii) Twenty-five percent (25%) of the amount required for Fire

Board purposes in the current year on or before the 30th day of September in the current year;

- iv) Twenty-five percent (25%) of the amount required for Fire Board purposes in the current year on or before the 15th day of December in the current year.

Each annual draft budget submitted to the Councils shall include an appropriate provision for a reserve for the replacement of equipment. The Secretary/Treasurer shall submit a report to the Fire Board on the position of the reserve by the 31st day of January of each year.

- 8. It shall be the responsibility of the Fire Board to prepare draft by-laws and formulate policies and procedures for and relating to the administration of the Department and of the Fire Board.
- 9. The Fire Board shall provide adequate facilities and equipment for the operation of the Department.
- 10. The Fire Board shall be responsible for providing fire protection to areas within the boundary lines as per Schedule "A" attached and forming part of this agreement.
- 11. The Department shall endeavour to respond as soon as possible to all emergency calls within the defined areas as per Schedule "A" with such apparatus and manpower as per policy established by the Fire Board.
- 12. All parties to this Agreement shall give such authority as may be necessary, by by-law, to the members of the Department in all matters pertaining to the Fire Protection.
- 13. The Fire Board will arrange, in consultation with the Councils of the parties hereto, for the issue of policies of insurance to protect assets in the care, custody and control of the Fire Board from physical loss or damage, and for protecting the Fire Board, the parties hereto and members of the Department against legal liability resulting from the activities of the Fire Board and the operations of the Department, and to ensure that all policies of insurance provide that all parties to this Agreement are endorsed as additional named insureds as their interest may appear.

14. i) The parties hereto agree that, for the purpose of the financial terms and commitments of this Agreements, all capital and operating costs incurred by the Department shall be apportioned to the parties of this Agreement according to Schedule "B" which forms part of this Agreement.
- ii) The Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur hereto agree with the Town of Shelburne that capital maintenance and operating costs and assets of the existing Fire Department, shall be administered as set out in Schedule "C" attached and forming part of this Agreement.
15. This agreement shall be in effect when all parties have signed the said Agreement and shall remain in effect until a new Agreement is made.  
  
Should one of the parties wish to propose an amendment to this Agreement, such written notice shall be given to the Fire Board and to all parties of this Agreement at least thirty (30) days prior to the next regularly scheduled meeting of the Fire Board.
16. So often as there shall be any dispute between the parties to this Agreement or any of them with respect to any matter contained in this Agreement including, but not limited to, the interpretation of this Agreement, the same shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, R.S.O. 1980 c. 304, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement. If, for any reason, the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, then the parties hereto shall agree to the selection of a single arbitrator and, in the absence of agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, R.S.O. 1980 c. 25 or pursuant to any successor legislation.

17. In the event that any municipality wishes to cease participating in the Fire Board, they may do so provided that:
  - a) Two (2) years written notice be given to the Fire Board and to the other parties. Any written notice given as aforesaid shall terminate this Agreement as of 31 December of the appropriate year.
  - b) Any debt incurred by the municipality for Fire Board purposes, whether through the issue of debentures or any other way, shall remain the responsibility of the municipality.
  - c) Any assets, including reserves but excluding the fire hall, contributed by the municipality to the Department shall remain the property of the Department.
  - d) If the Department is completely dissolved, the assets are to be split, based on the formula in paragraph 14 (i) of this Agreement.
18. It is agreed that, with respect to matters not dealt with in this Agreement, the Fire Board may formulate policies for and relating to the administration and operation of the Department unless otherwise prohibited by any applicable statute or regulation passed thereunder.
19. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms hereof.
20. Upon the execution of this Agreement by all parties, any existing Agreements among the parties as amended with respect to fire protection shall forthwith become null and void.
21. In the event that any covenant, provision or terms of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail, but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement, which shall remain in full force and effect mutatis mutandis.



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

THE CORPORATION OF THE TOWN OF  
SHELBURNE

Per *Irene Harris*  
Mayor

Per *Susan A. Melnyk*  
Clerk

THE CORPORATION OF THE TOWNSHIP  
OF MELANCTHON

Per *D.C. Oldfield*  
Reeve

Per *Maria A. Hunter*  
Clerk

THE CORPORATION OF THE TOWNSHIP  
OF AMARANTH

Per *Charles V. Bryan*  
Reeve

Per *[Signature]*  
Clerk

THE CORPORATION OF THE TOWNSHIP  
OF MONO

Per *Ernie Staveley*  
Reeve

Per *[Signature]*  
Clerk

THE CORPORATION OF THE TOWNSHIP  
OF MULMUR

Per *John Newton*  
Reeve

Per *[Signature]*  
Clerk



**Schedule: A**

OSINCO

15

ADJALA

**Fire  
Service  
Area**

**SCHEDULE "B"**

**COST SHARING**

1. **Definitions:**

"**Assessment**" shall include all

taxable residences  
taxable commercial and industrial  
taxable businesses

as shown on the previous year's assessment roll, but shall not include exempt assessment.

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

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

2. Capital and operating cost sharing shall be calculated annually by the Secretary/Treasurer of the Department by taking the data provided by the clerks from the previous year's assessment roll for total assessment and total households; and average fire calls as recorded by the Department for the previous three years and converting each category into an average percentage as in part "3". The Combined Average percentage shall be used for cost sharing.

3.

<u>Municipality</u>	<u>Assessment</u>	<u>%</u>	<u>Res. &amp; Bus. Units</u>	<u>%</u>	<u>Fire Calls</u>	<u>%</u>	<u>Combined Average %</u>
<u>Amaranth</u>	3,661,994	15.71	371	12.68	5	6.92	11.78
Melancthon	3,645,457	15.64	380	12.99	12	16.59	15.08
Mono	3,723,898	15.98	343	11.72	9.66	13.36	13.67
Mulmur	4,227,402	18.14	414	14.15	10.33	14.28	15.52
Shelburne	8,046,337	34.53	1,418	48.46	35.33	48.85	43.95
TOTAL	23,305,088	100.00	2,926	100.00	72.32	100.00	100.00

## SCHEDULE "C"

### ASSETS OF THE SHELBURNE FIRE DEPARTMENT

#### Existing Fire Hall

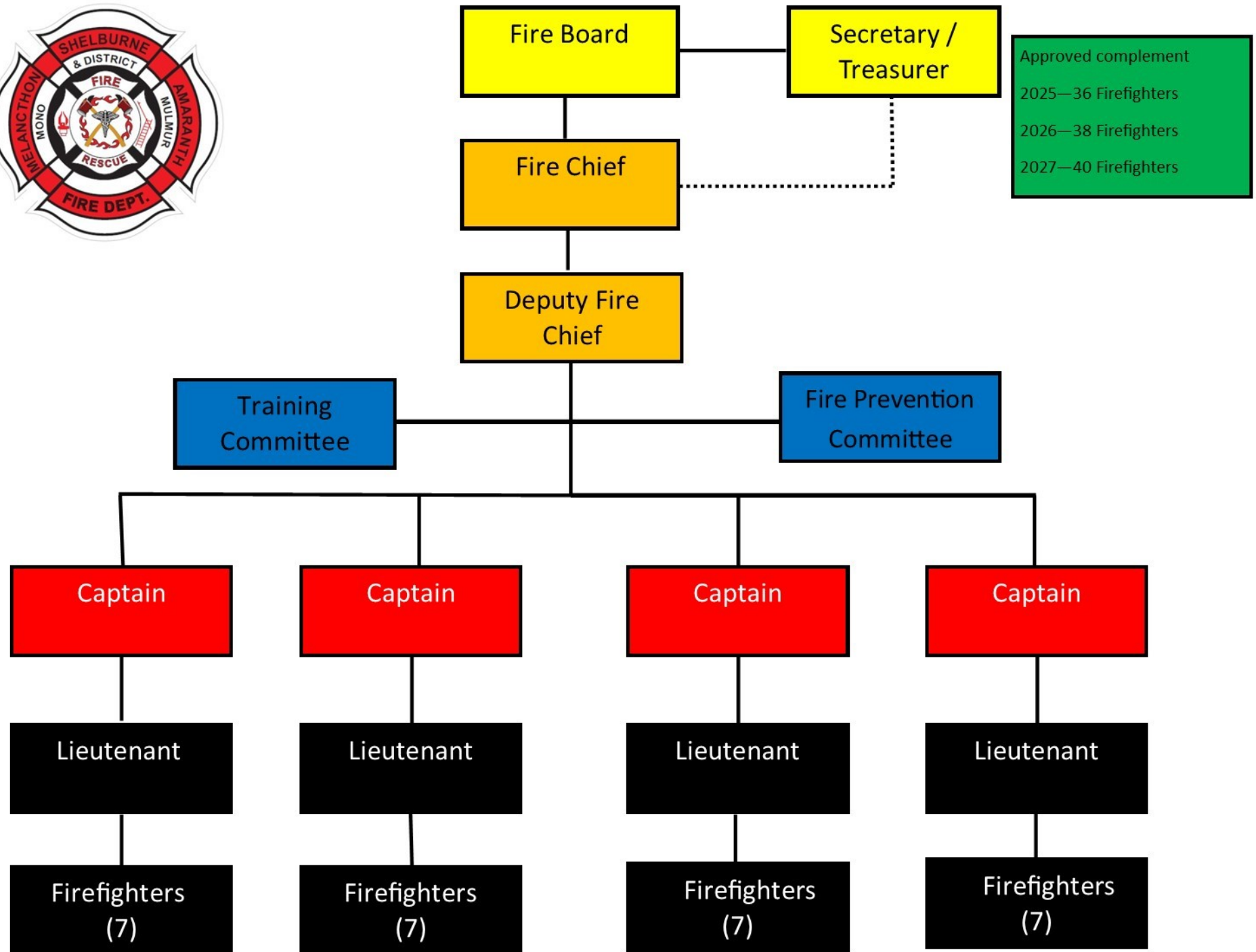
- Shelburne shall retain ownership of the existing fire hall.
- The Town of Shelburne, the Township of Amaranth, the Township of Melancthon, the Township of Mono and the Township of Mulmur shall contribute to the remaining debenture payments for the fire hall being payable in 1992 and 1993, according to the cost sharing formula in Schedule "B".
- In 1994 and succeeding years, the Shelburne & District Fire Department shall lease the fire hall from the Town of Shelburne for one dollar (\$1.00) per year.
- All maintenance, insurance and operating expenses of the fire hall shall be an expense of the Shelburne & District Fire Department.
- Future capital improvements and/or expansions shall be jointly funded as per the cost-sharing formula in Schedule "B". These improvements and expansions shall be assets of the Shelburne & District Fire Department.

#### Vehicles, Equipment and Reserves

- All vehicles, equipment and reserves in the possession of the Shelburne Fire Department shall be transferred to the Shelburne & District Fire Department and shall be owned by the Shelburne & District Fire Department.

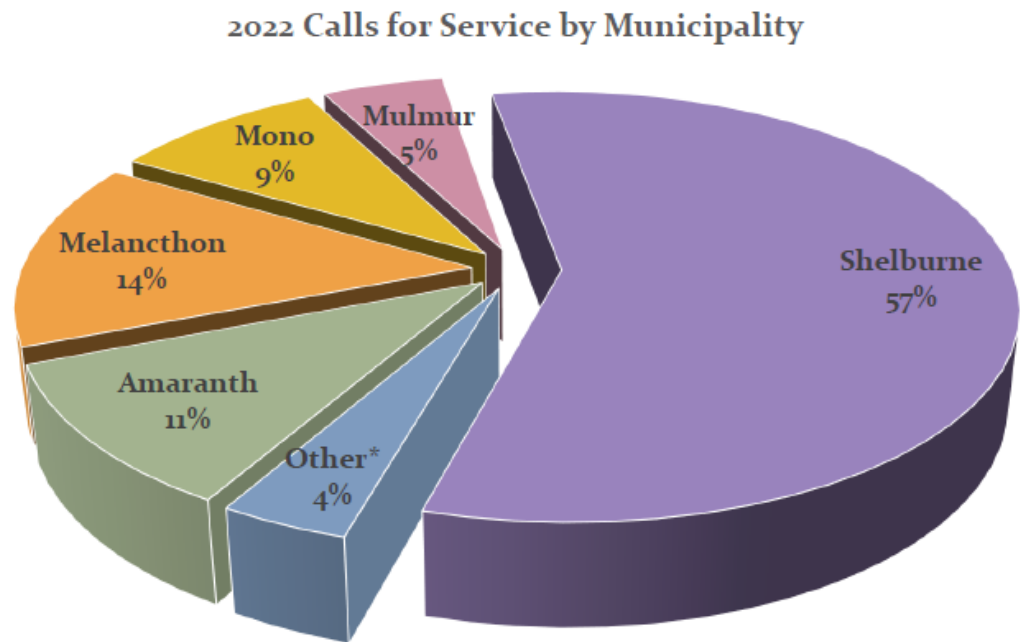
# SHELBURNE & DISTRICT FIRE DEPARTMENT

Appendix 2



### Appendix 3

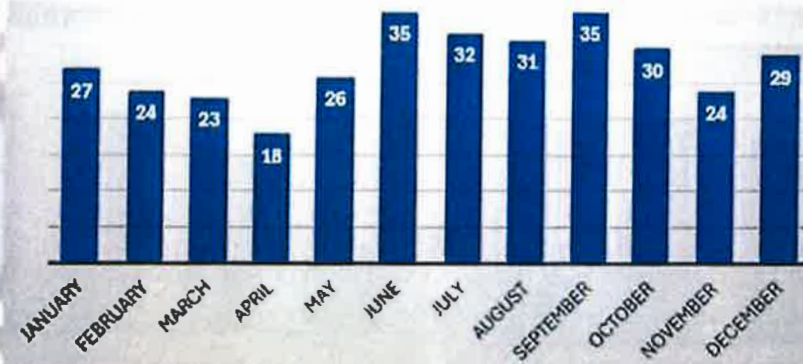
Municipality	# of Calls
Amaranth	36
Melancthon	47
Mono	30
Mulmur	17
Shelburne	190
Other*	13
	333
East Garafaxa, Orangeville,	



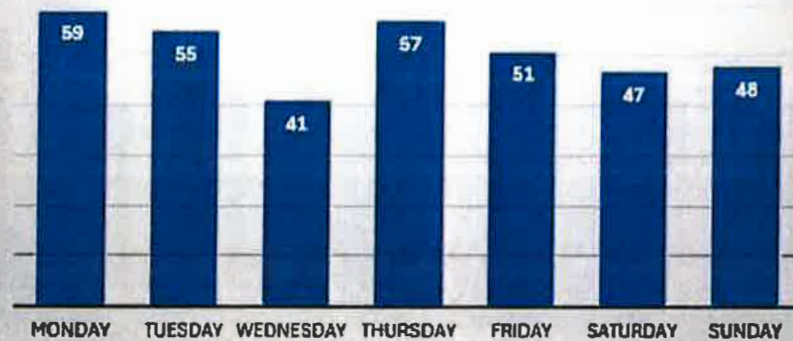


# 2024 INCIDENT SUMMARY

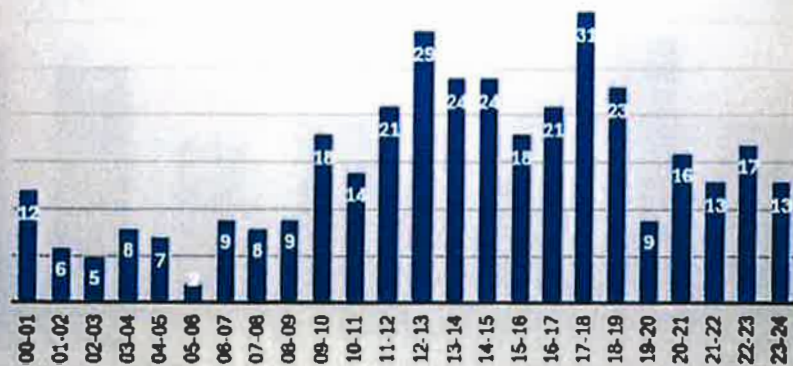
## INCIDENTS BY MONTH



## INCIDENTS BY DAY OF WEEK



## INCIDENTS BY TIME OF DAY



**FUTURE FIRE SERVICES - TOWN OF SHELBURNE - CAO 2025-02**  
**ONE TIME BUY-OUT APPROACH**  
**STRUCTURE SCENARIO**

Date: June 3, 2025

At the time of transition - it is expected that the 2025 TCA Net Book Values would be available and used for the buy-out scenario. (any capital purchases made in 2025 from the 2025 Capital Budget would then be included in the 2025 year end Net Book Value). The scenario below outlines the structure using 2024 TCA numbers, and 2025 Cost Sharing Totals to come up with an estimated offer

<b>2024 SDFD TANGIBLE CAPITAL ASSETS (TCA's)</b>			
<b><u>From 2024 Audited Statements</u></b>	<b>Historical Cost</b>	<b>Accum Amort</b>	<b>Net Value 2024</b>
Vehicles	\$ 2,825,684	\$ 1,441,096	\$ 1,384,588
Leasehold Improvements	\$ 34,007	\$ 12,640	\$ 21,367
Equipment - communications	\$ 149,004	\$ 46,397	\$ 102,607
Equipment - firehall	\$ 127,447	\$ 36,814	\$ 90,633
Equipment - firefighters	\$ 417,754	\$ 194,249	\$ 223,505
Equipment - fire trucks	\$ 174,952	\$ 145,132	\$ 29,820
	<b>\$ 3,728,848</b>	<b>\$ 1,876,328</b>	<b>\$ 1,852,520</b> a
2012 Building Expansion	\$ 257,164	\$ 86,793	\$ 170,371
(not included in SDFD Financials)	<b>\$ 257,164</b>	<b>\$ 86,793</b>	<b>\$ 170,371</b> b
			<b>\$ 2,022,892</b> (sum a + b)
PLUS - Budgeted 2025 Capital Budget - this number subject to change**			<b>\$ 530,000</b>
Total Value Capital Assets			<b>\$ 2,552,892</b>
<b><u>Using 2025 SDFD TOTAL Cost Sharing Percentages</u></b>			
Amaranth	12.83%	\$	327,536 c
Melancthon	13.84%	\$	353,320 d
Mono	8.47%	\$	216,230 e
Mulmur	7.13%	\$	182,021 f
Shelburne	57.73%	\$	1,473,784
	<b>100.00%</b>	<b>\$</b>	<b>2,552,892</b>
<b>TOTAL COST ONE TIME BUY OUT - USING THIS STRUCTURE SCENARIO</b>		<b>\$</b>	<b>1,079,107</b> (sum c,d,e,f)

\*\* As per CAO 2025-02 Report and motion, suspend current spending of \$100,000 relating to fire hall expansion, making this \$430,000



## FUTURE FIRE SERVICES - TOWN OF SHELBURNE - CAO 2025-02

### COSTING APPROACH - FEE per CALL SERVICE MODEL

Date: June 3, 2025

#### Taken from the 2025 SDFD Cost Sharing Breakdown - Operating Budget - TOTAL Averages

Amaranth	12.83%	\$	133,004.76	a
Melancthon	13.84%	\$	143,475.13	b
Mono	8.47%	\$	87,805.95	c
Mulmur	7.13%	\$	73,914.57	d
Shelburne	57.73%	\$	598,469.59	
	<b>100.00%</b>	<b>\$</b>	<b>1,036,670.00</b>	

The current cost sharing formula includes Assessment, Households and 3 Year Call Average

It is recognized that percentages change when you pull out one variable from the total funding formula and treat it separately which is what is shown below

**Additional Operating For Shelburne**      **\$ 438,200.41** (sum of a, b, c, d)

Estimated Cost per Call - 2025 Scenario			<b>*Methodology - Using Three Year Call Average:</b> - Three year call average has been <u>one</u> component of the cost sharing formula since inception of the board in 1991 - This average only includes those calls in which costs are not recovered from other means for example: billing for false alarms, MVC's, etc. - This number fluctuates from year to year and from one Municipality to another making it the main variable in determining cost per call #s - For the purposes of determining a Fee for Service cost for the years 2026 and 2027 - it has been used as the base for transitioning purposes
2025 Operating Budget	Billable Calls*	COST per Call	
\$ 1,036,670.00	309	<div>\$ 3,355</div>	
\$ 617,305.11	Shelburne share based on 184 calls*		
<div>\$ 419,364.89</div>	ESTIMATED Recoverable Revenue in Fee for Service model in 2025		
*Billable calls taken from cost sharing chart for 2025 - 309 calls for 3 year call average (2022-2024)			

#### COST per CALL Scenario:

	2025 3 Yr call Ave*	Existing Split	\$3,355	\$3,900	\$4,125
		2025 Total % Operating ONLY	2025 Using Cost Per Call	2026 Using Cost Per Call	2027 Using Cost Per Call
Amaranth	37	\$ 133,004.76	\$ 124,132.01	\$ 144,300.00	\$ 152,625.00
Melancthon	43	\$ 143,475.13	\$ 144,261.52	\$ 167,700.00	\$ 177,375.00
Mono	25	\$ 87,805.95	\$ 83,872.98	\$ 97,500.00	\$ 103,125.00
Mulmur	20	\$ 73,914.57	\$ 67,098.38	\$ 78,000.00	\$ 82,500.00
Shelburne	184	\$ 598,469.59	\$ 617,305.11	\$ 717,600.00	\$ 759,000.00
	309	\$ 1,036,670.00	\$ 1,036,670.00	\$ 1,205,100.00	\$ 1,274,625.00

#### NOTE: 2026

Fees would be blended based on estimated transition date:  
Q1/Q2 current billing model;  
Q3/Q4 proposed billing model

Existing Cost Sharing Formula versus what a Cost Per Call would look like in 2025 - Operating Costs only - using the Three Year Call Average

Reflective of the expenditure increases shown in the Fire Chief's 5 Year Operating Budget presented to the SDFD Board May 6, 2025 (less estimated other budgeted revenues)

Capital Expenditures are not included in the Fee per Call Service Model

**SHELBURNE & DISTRICT FIRE BOARD OF MANAGEMENT**  
**COST SHARING BREAKDOWN FOR 2025 BUDGET**

2025	Assessment 2025	Percent	Households 2025	Percent	3 Year Fire Call Average	Percent	Total Average
AMARANTH	398,407,300	16.382%	537	10.250%	37	11.866%	12.83%
MELANCTHON	371,194,600	15.263%	641	12.235%	43	14.024%	13.84%
MONO	265,066,694	10.899%	330	6.299%	25	8.198%	8.47%
MULMUR	222,679,700	9.156%	302	5.764%	20	6.472%	7.13%
SHELBURNE	1,174,608,609	48.299%	3,429	65.451%	184	59.439%	57.73%
<b>TOTALS</b>	<b>2,431,956,903</b>	<b>100%</b>	<b>5,239</b>	<b>100%</b>	<b>309</b>	<b>100%</b>	<b>100%</b>

Note: 3 year call average only includes those calls in which costs were not recovered

Based on DRAFT 2025 Operating Budget

Comparison

OPERATING PORTION FOR 2024 ADOPTED BUDGET:					2025	2024
AMARANTH	12.83%	X	\$ 1,036,670	=	\$ 133,033.97	\$ 120,390.49
MELANCTHON	13.84%	X	\$ 1,036,670	=	\$ 143,482.38	\$ 120,307.51
MONO	8.47%	X	\$ 1,036,670	=	\$ 87,760.06	\$ 82,559.19
MULMUR	7.13%	X	\$ 1,036,670	=	\$ 73,926.15	\$ 65,613.42
SHELBURNE	57.73%	X	\$ 1,036,670	=	\$ 598,467.45	\$ 503,685.39
<b>TOTALS</b>	<b>100%</b>				<b>\$ 1,036,670.00</b>	<b>\$ 892,556.00</b>

Based on DRAFT 2025 Capital Budget

Comparison

CAPITAL PORTION FOR 2024 ADOPTED BUDGET:					2025	2024
AMARANTH	12.83%	X	\$ 530,000	=	\$ 68,013.93	\$ 52,874.08
MELANCTHON	13.84%	X	\$ 530,000	=	\$ 73,355.71	\$ 52,837.63
MONO	8.47%	X	\$ 530,000	=	\$ 44,867.54	\$ 36,259.02
MULMUR	7.13%	X	\$ 530,000	=	\$ 37,794.92	\$ 28,816.63
SHELBURNE	57.73%	X	\$ 530,000	=	\$ 305,967.90	\$ 221,212.64
<b>TOTALS</b>	<b>100%</b>				<b>\$ 530,000.00</b>	<b>\$ 392,000.00</b>