

**Douglas Fire Committee  
Agenda  
June 14, 2023**

- 1. Call to Order**
- 2. Declaration of Pecuniary Interest**
- 3. Approval of Agenda**
- 4. Approval of minutes of last Regular Meeting**
- 5. Old Business**
  - Dispatch update-verbal
  - Generator update-verbal
  - Building update-verbal
  - SCBA update-verbal
- 6. Correspondence**
  - Financial Statement
  - 2023 Updated Fire Budget
  - 2023 Final Capital Budget
- 7. Service Medals for Canada Day**
- 8. Fire Chief's Report**
- 9. Bills and Accounts**
- 10. 2023 Fire Cost Update**
- 11. Budgetary Control Report May 31, 2023**
- 12. Open Discussion**
- 13. Next Meeting**
- 14. Adjourn**

TOWNSHIP OF ADMASTON/BROMLEY

DOUGLAS FIRE COMMITTEE

MINUTES

Wednesday May 10, 2023

At 7:30 p.m.

Chair Kevin LeGris and Committee Members Daryl Thom, Nathan Harris, Ken Keill, Fire Chief McHale and Deputy Fire Chief Donohue. Regrets Harry Stuart

1 Chair Kevin LeGris called the meeting to order at 7:31 p.m.

2 Declaration of Pecuniary Interest – None

3 Approval of Agenda

Moved by Daryl Thom and seconded by Nathan Harris

BE IT RESOLVED THAT the agenda of May 10, 2023 be approved as written with the addition of grass cutting in New Business.

“Carried”

4 Approval of Minutes of last Regular Meeting

Moved by Ken Keill and seconded by Daryl Thom

BE IT RESOLVED THAT the minutes of the April 19th, 2023 meeting be approved as presented.

“Carried”

5 OLD BUSINESS

DISPATCH UPDATE – Verbal update from Chief McHale. Lee Perkins is taking this to the County Council Meeting. The new system is about \$360,000.00 and is the first phase. The second phase is seven to nine Towers in the county.

GENERATOR UPDATE – Verbal update from Chief McHale and Deputy Chief Donohue. A quote from Dougherty Electric in the amount of \$15,198.50. The grant guide line for the building will not cover this expense.

Moved by Ken Keill and seconded by Nathan Harris

BE IT RESOLVED THAT the purchase of the generator and installation of same be done by the municipality As per the quote from Dougherty Electric.

“Carried”

BUILDING UPDATE – Verbal update from Chairman LeGris and Chief McHale of no movement

SCBA – Chief McHale circulated a timeline on SCBA purchase. Chief was informed by CAO/Clerk Jennifer on May 8, 2023 that we will be getting the SCBA's. Chief McHale indicated that the budgeted amount is insufficient for full purchase. Committee discussed ways to come up with more money. Chief McHale is to try and negotiate better deal.

**6 CORRESPONDENCE**

Letter from CAO/Clerk Jennifer Charkavi with information on Canada Day Celebrations to be held at St. Michael's School. A request for a fire truck and handout material.

**6a Grass Cutting –** The grass cutter from last year has contacted Chief McHale and will continue to cut the grass.

**7 FIRE CHIEF REPORT—**Chief McHale reported that the "Flash Over Course" held in McNab Braeside was a big success. Twelve persons participated. One fire committee member was present to watch. Chief McHale and Deputy Chief Donohue met with senior members of the Mennonite community to discuss smoke alarms. Fire Safety Day was done at Admaston Public School.

Moved by Daryl Thom and seconded by Ken Keill

BE IT RESOLVED THAT the fire chief's report be accepted as presented.

"Carried"

**8 BILLS AND ACCOUNTS**

Moved by Nathan Harris and seconded by Ken Keill

BE IT RESOLVED THAT the payment voucher dated May 6, 2023 in the amount of \$5,526.07 be paid.

"Carried"

**9 OPEN DISCUSSION**

Discussed the pros and cons of the two different SCBA's and the value of the flash over presentation.

**10 NEXT MEETING –** June 14, 2023 at the fire hall 7:00 p.m.

**11 ADJOURN**

Moved by Nathan Harris and seconded by Daryl Thom

BE IT RESOLVED THAT the meeting be adjourned at 9:20 p.m.

"Carried"

# TOWNSHIP OF ADMASTON/BROMLEY



477 Stone Road, R.R. #2  
Renfrew, ON  
K7V 3Z5

## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the DOUGLAS FIRE DEPARTMENT (the Fire Department) is responsible for the preparation, accuracy, objectivity and integrity of the accompanying financial statements and all other information contained within the Financial Report. Management believes that the financial statements present fairly the Fire Department's financial position as at December 31, 2022 and the results of its operations for the year then ended.

The financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The financial statements include certain amounts based on estimates and judgments. Such amounts have been determined on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the financial statements.

The Fire Department Committee carries out its responsibilities for review of the financial statements principally through its regular meetings. The Fire Department Committee meet regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to the Fire Department Committee with and without the presence of management. The Fire Department Committee have approved the financial statements.

The financial statements have been audited by Welch LLP, Chartered Professional Accountants, independent external auditors appointed by the Fire Department. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Fire Department's financial statements.

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Fire Chief  
May 18, 2023  
Renfrew, Canada

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Fire Secretary  
May 18, 2023  
Renfrew, Canada

## INDEPENDENT AUDITOR'S REPORT

To the Committee Members of the

**CORPORATION OF THE TOWNSHIP OF ADRIASTON/BROMLEY  
DOUGLAS FIRE DEPARTMENT**

### *Opinion*

We have audited the financial statements of the Douglas Fire Department (the Fire Department), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Fire Department as at December 31, 2022 and the results of its operations, change in net financial assets and 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 *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Fire Department in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our 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 Fire Department'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 Fire Department or to cease operations, or has no realistic alternative but to do so.

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

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### ***Auditor's 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 auditor's 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 these 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 Fire Department'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 Fire Department's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's 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 auditor's report. However, future events or conditions may cause the Fire Department 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.

We 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.

Welch LLP

CHARTERED PROFESSIONAL ACCOUNTANTS  
LICENSED PUBLIC ACCOUNTANTS

Pembroke, Ontario  
May 18, 2023

Welch LLP

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**CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY  
DOUGLAS FIRE DEPARTMENT  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2022**

	<u>2022</u>	<u>2021</u>
<b>FINANCIAL ASSETS</b>		
Cash	\$ 28,988	\$ 35,716
Accounts receivable	11,214	8,340
Due from Township	<u>21,181</u>	<u>12,340</u>
	<u>\$1,383</u>	<u>\$5,386</u>
 <b>LIABILITIES</b>		
Accounts payable and accrued liabilities	<u>18,505</u>	<u>26,473</u>
 <b>NET FINANCIAL ASSETS</b>	 44,878	 26,923
 <b>NON-FINANCIAL ASSETS</b>		
Prepaid expenses	4,779	4,743
Tangible capital assets (Schedule 1)	<u>298,067</u>	<u>294,788</u>
	<u>302,846</u>	<u>299,531</u>
 <b>ACCUMULATED SURPLUS (Note 2)</b>	 <u>\$ 347,724</u>	 <u>\$ 329,454</u>

(See accompanying notes and schedule)

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**CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY**  
**DOUGLAS FIRE DEPARTMENT**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>Budget 2022</u>	<u>Actual 2022</u>	<u>Actual 2021</u>
<b>REVENUE</b>			
Township levies	\$ 197,520	\$ 197,520	\$ 178,000
Fire calls	8,512	10,285	9,144
Provincial and other government transfers	-	-	5,300
Interest	375	714	263
Other income	-	5,408	-
Township contribution for fire garage project	-	20,511	-
Township contribution to fire reserve	-	10,000	-
	<u>206,707</u>	<u>244,498</u>	<u>183,408</u>
<b>EXPENSES</b>			
Wages and benefits	93,480	110,791	85,004
Gas, oil and repairs	7,000	7,511	9,581
Heat and hydro	11,000	11,555	7,814
Insurance	16,000	14,302	9,485
License	620	595	819
Maintenance and repairs	26,100	43,273	9,855
Office and sundry	4,695	959	6,000
Prevention	4,100	7,394	7,235
Supplies	1,150	493	447
Telephone and dispatch service	7,750	7,044	7,236
Amortization of tangible capital assets	-	22,270	20,295
	<u>177,755</u>	<u>228,228</u>	<u>163,781</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>28,942</b>	<b>18,270</b>	<b>20,622</b>
<b>ACCUMULATED SURPLUS AT BEGINNING OF YEAR</b>	<u>329,454</u>	<u>329,454</u>	<u>299,532</u>
<b>ACCUMULATED SURPLUS AT END OF YEAR</b>	<b>\$ 358,396</b>	<b>\$ 347,724</b>	<b>\$ 320,154</b>

(See accompanying notes and schedule)

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**CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY  
DOUGLAS FIRE DEPARTMENT  
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>Budget 2022</u>	<u>Actual 2022</u>	<u>Actual 2021</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ 28,942</b>	<b>\$ 18,270</b>	<b>\$ 28,822</b>
Acquisition of tangible capital assets	(38,500)	(5,036)	(28,885)
Amortization of tangible capital assets	-	22,270	20,295
Construction in progress	-	(20,811)	-
	<u>(38,300)</u>	<u>(3,279)</u>	<u>(8,590)</u>
Acquisition of prepaid expenses	-	(36)	(4,742)
<b>CHANGE IN NET FINANCIAL ASSETS</b>	<b>(9,358)</b>	<b>14,865</b>	<b>15,286</b>
<b>NET FINANCIAL ASSETS AT BEGINNING OF YEAR</b>	<u>29,823</u>	<u>29,823</u>	<u>13,534</u>
<b>NET FINANCIAL ASSETS AT END OF YEAR</b>	<b>\$ 20,465</b>	<b>\$ 44,678</b>	<b>\$ 28,822</b>

(See accompanying notes and schedule)

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**CORPORATION OF THE TOWNSHIP OF ADMARTON/BROMLEY  
DOUGLAS FIRE DEPARTMENT  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	2022	2021
<b>CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 18,270	\$ 20,822
Non-cash items included in excess of revenues over expenses:		
Amortization of tangible capital assets	<u>22,270</u>	<u>20,295</u>
	40,540	49,917
Change in the level of:		
Accounts receivable	(2,674)	2,077
Due from Township	(8,841)	(9,378)
Prepaid expenses	(38)	(4,743)
Accounts payable and accrued liabilities	<u>(9,888)</u>	<u>(8,898)</u>
	<u>18,821</u>	<u>28,975</u>
<b>CASH FLOWS FROM (USED IN) INVESTING ACTIVITIES</b>		
Acquisition of tangible capital assets	(5,038)	(28,885)
Construction in progress	<u>(20,511)</u>	<u>-</u>
	<u>(25,549)</u>	<u>(28,885)</u>
<b>NET CHANGE IN CASH</b>	<b>(6,728)</b>	<b>90</b>
<b>CASH AT BEGINNING OF YEAR</b>	<u>35,716</u>	<u>35,826</u>
<b>CASH AT END OF YEAR</b>	<b>\$ <u>28,988</u></b>	<b>\$ <u>35,716</u></b>

(See accompanying notes and schedule)

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CORPORATION OF THE TOWNSHIP OF ADMASTONBROMLEY

Douglas Fire Department

SCHEDULE OF TANGIBLE CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2022

SCHEDULE 1

	Land	Buildings	Vehicles	Equipment	2022	2021
<b>COST</b>						
Balance, beginning of year	\$ 13,161	\$ 57,350	\$ 628,407	\$ 265,228	\$ 954,131	\$ 825,240
Acquisition of tangible capital assets	-	-	-	5,036	5,036	28,886
Construction in progress	-	20,511	-	-	20,511	-
	<u>13,161</u>	<u>77,861</u>	<u>628,407</u>	<u>280,264</u>	<u>979,980</u>	<u>854,126</u>
<b>ACCUMULATED AMORTIZATION</b>						
Balance, beginning of year	-	19,498	427,276	212,008	658,243	639,049
Annual amortization	-	1,147	16,513	4,610	22,273	20,295
	<u>-</u>	<u>20,645</u>	<u>443,789</u>	<u>216,618</u>	<u>680,516</u>	<u>659,344</u>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	\$ 13,161	\$ 57,216	\$ 184,618	\$ 43,646	\$ 299,464	\$ 194,782
<b>2021 NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	\$ 13,161	\$ 37,851	\$ 201,131	\$ 42,855	\$ 294,788	

(See accompanying notes)

**CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY**

**DOUGLAS FIRE DEPARTMENT**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2022**

The Douglas Fire Department is a Board of the Corporation of the Township of Admaston/Bromley organized to provide emergency fire services to residents of the Township.

**NOTE 1 SIGNIFICANT ACCOUNTING POLICIES**

These financial statements are prepared by management in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Board are as follows:

**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 upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired and collection is reasonably assured.

**Government transfers**

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue 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 determined.

**Use of estimates**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Significant estimates and assumptions which include the estimated useful life of tangible capital assets and based on management's information and judgments. Actual results could differ from those estimates.

**CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY**  
**DOUGLAS FIRE DEPARTMENT**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2022**

**NOTE 1 SIGNIFICANT ACCOUNTING POLICIES (cont'd)**

**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 normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets for the year.

**i) Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes 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 is amortized on a straight-line basis over the estimated useful life as follows:

	Years
Buildings	50
Machinery and equipment	5 - 20
Vehicles	5 - 20

Annual amortization is charged in the year following acquisition and the year of disposal. Assets under construction are not amortized until the asset is in service.

**ii) Contribution of Tangible Capital Assets**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

**Contributed services**

A substantial number of volunteers contribute a significant amount of their time each year. Some other services are also contributed to the Board. Because of the difficulty of determining the fair value, contributed services are not recognized in the financial statements.

**NOTE 2 ACCUMULATED SURPLUS**

Accumulated surplus consists of the following:

	2022	2021
General surplus	\$ 19,770	\$ 24,808
Internally restricted reserves	29,887	9,858
Equity in tangible capital assets (Schedule 1)	298,087	294,788
	\$ 347,744	\$ 329,454

**CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY**  
**DOUGLAS FIRE DEPARTMENT**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2022**

**NOTE 3 FINANCIAL INSTRUMENTS**

The Fire Department's financial instruments consist of cash, accounts receivable, due from Township, and accounts payable and accrued liabilities.

**Risk**

There have been no changes in risk from the prior year and as a result, it is management's opinion that the Fire Department is not exposed to significant interest, liquidity, currency, market or credit risks arising from its financial instruments.

**Fair market value**

The fair value of the Fire Department's financial instruments approximates their carrying value due to their short term nature.

**NOTE 4 BUDGET FIGURES**

Budget figures reported on the Statement of Operations and the Statement of Change in Net Financial Assets are based on 2022 operating and capital budgets as approved by Council on May 31, 2022 (By-law 2022-38).

# 2023 FIRE BUDGET

Updated: 6/6/2023

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
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REVENUE

Fire Levy	(175,088.00)	(50,000.00)	(190,020.00)		(257,447.00)
Standby Fees - NAW	(7,500.00)	(3,750.00)	(7,500.00)		(7,500.00)
Investment Income	(438.00)	(218.44)	(375.00)		(380.00)
Fire Calls	(6,769.00)	(7,610.00)	-		(8,258.00)
Fire Miscellaneous	-	(1,955.00)	(8,812.00)		

Fire Transfer from Reserves (9,358.00) - (20,000.00)

Fire Surplus / Deficit (9,358.00) (9,358.00)

Proceeds from Capital Lease (189,000.00)  
**TOTAL REVENUE (199,153.00) (63,533.44) (216,065.00) - (482,585.00)**

## EXPENDITURES

### Fire Employment Costs

Fire Wages 84,000.00 90,000.00 110,000.00

# 2023 FIRE BUDGET

Updated: 6/6/2023

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Fire Support Wages	1,500.00		1,500.00		1,500.00
CPP	20.00		20.00		20.00
EI	60.00		60.00		110.00
WSIB	5,300.00		6,700.00		9,000.00
EHT	1,200.00		1,200.00		1,800.00
<b>Total Employment Costs</b>	<b>92,080.00</b>	<b>-</b>	<b>99,480.00</b>	<b>-</b>	<b>122,430.00</b>

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Overhead					
Prevention	18,500.00	1,111.72	4,100.00		5,100.00
Insurance	16,000.00	14,431.22	16,000.00		17,920.00
Licenses	500.00	519.11	520.00		520.00
Grounds & Building	3,000.00	1,211.00	3,000.00		3,000.00
<b>Total Overhead</b>	<b>38,000.00</b>	<b>17,273.05</b>	<b>23,620.00</b>	<b>-</b>	<b>26,540.00</b>

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Vehicle Costs					
Fuel	2,500.00	1,777.11	3,000.00		6,000.00
Equipment Maintenance	3,250.00	10,128.60	6,600.00		10,900.00
Vehicle Maintenance	3,600.00	3,667.07	4,000.00		13,800.00
Mileage	1,500.00	-	1,500.00		3,000.00
Dry Hydrant	2,858.00				
Mileage					
Transfer to Reserves - Vehicle					25,000.00
Transfer to Reserves - New Fire Buidling					-
<b>Total Vehicle Costs</b>	<b>13,708.00</b>	<b>15,572.78</b>	<b>15,100.00</b>	<b>-</b>	<b>58,700.00</b>

	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET
Fire Capital					
Equipment NEW	19,000.00	6,416.61	38,300.00		39,200.00
SCBA's	2,858.00				189,000.00
<b>Total Vehicle Costs</b>	<b>21,858.00</b>	<b>6,416.61</b>	<b>38,300.00</b>	<b>-</b>	<b>228,200.00</b>



# FINAL CAPITAL BUDGET - 2023

DEPARTMENT / ITEM	PROPOSED BUDGET	FUNDING				
		Reserves	Fire Levy	Taxation	Capital Lease	Total
<b>FIRE</b>						
Fire Suits (2)	8,000.00		8,000.00			8,000.00
Boots (3) pair	2,500.00		2,500.00			2,500.00
Hoses	1,000.00		1,000.00			1,000.00
Nozzles 1 1/2"	1,000.00		1,000.00			1,000.00
Helmets (8)	2,400.00		2,400.00			2,400.00
Booster Pack	400.00		400.00			400.00
Power Tools	1,500.00		1,500.00			1,500.00
Hose Bags (6)	2,400.00		2,400.00			2,400.00
Forceable Entry Tool	10,000.00	10,000.00	-			10,000.00
Generator	10,000.00		10,000.00			10,000.00
SCBAs	189,000.00				189,000.00	189,000.00
<b>TOTAL FIRE</b>	<b>228,200.00</b>	<b>10,000.00</b>	<b>29,200.00</b>	<b>-</b>	<b>189,000.00</b>	<b>228,200.00</b>

**Meagan Jessup <admin@admastonbromley.com>**

Mon, Apr 3,  
10:31 AM

to me

Hi Cathy,

Just preparing for Canada Day - just wondering if you have any milestone medals for the fire department.

thanks!

Meagan Jessup  
Finance Clerk

**Meagan Jessup**

Fri, May 26,  
9:11 AM (13 days  
ago)

to billmchale16@icloud.com, Info, me

Hi Cathy,

I am just following up with my previous email – let me know if awards are to be handed out on Canada Day.

Thanks,  
**Cathy Dale <firesecretaryab@gmail.com>**

May 31, 2023,  
1:46 PM (8 days  
ago)

to Meagan, Bill

Hi Meagan

There are several milestone medals to be awarded.

The township office looks after getting these medals and they are usually presented on Canada Day. The name of the medal is the "Fire Services Exemplary Service Medal" and they are available in 5 year periods.

The fire personal look forward to getting these medals

Since Covid hit they have not been presented for three years so there are several.

I will attach the updated list for you.

Thanks, Cathy

**Douglas Fire Department  
Award Medals  
As of May 29, 2023**

**40 Years**

**James McHale                      Start date 1978**

**35 Years**

**Patrick Rowan                      Start Date 1986**

**Patrick Donohue                      Start Date 1987**

**30 Years**

**Gerard Rowan                      Start Date 1990**

**Kevin Van Woezik                      Start Date 1990**

**Bill McHale                      Start Date 1989**

**Ron Selle                      Start Date 1992**

**25 years**

**Mike McIntyre                      Start Date 1994**

**Lawrence Lemay                      Start Date 1997**

**Mark Mc Eachen                      Start Date 1998**

**20 Years**

**Dennis McEachen                      Start Date 2004**

**Scott Dick                      Start Date 2005**

**Darren Rowan                      Start Date 2005**

**10 Years**

**M J McHale                      Start Date 2010**

**Ben Harris                      Start Date 2011**

**Chris Way                      Start Date 2012**

**Jeff Cull                      Start Date 2013**

**5 Years**

**Ryan Buzzell                      Start Date 2014**

**Derek Black                      Start Date 2017**

**Brandon English                      Start Date 2017**

**Liam McHale                      Start Date 2017**

**Hayden McIntrye                      Start Date 2018**

# Canada Day

Inbox



**Jennifer Charkavi**

Tue, Jun 6,  
2:32 PM (22 hours  
ago)

to me, douglasfire40@gmail.com, Info

Cathy: I have confirmed with Mayor Donohue and staff, specifically Andrea who purchases the Service Awards and who has attended Canada Day services since 2012 that the Fire Fighters do not receive their service awards at the Canada Day Celebrations but at the Christmas Dinner. This year we should be back to normal and you can invite the Mayor and Councillor LeGris to the dinner to hand out the awards or all of council if you wish. COVID has affected all of our memories, but we relied on our records and staff and the Mayor's memory which is very good. We will continue with the service awards being awarded at the end of the year at our Christmas parties. If the Fire Fighters would like to join Council and Staff at our Christmas dinner to receive their awards please let me know.

Thank you,

Jennifer E. Charkavi, CEMC, AOMC, Dipl.M.A.  
CAO/Clerk  
Township of Admaston/Bromley  
477 Stone Road | Renfrew | ON | K7V 3Z5  
Tel: 613-432-2885 | Fax: 613-432-4052  
[cao@admastonbromley.com](mailto:cao@admastonbromley.com)

**Douglas Fire Committee  
Fire Chief Report  
June 08, 2022**

<b>Date</b>	<b>Men</b>	<b>Hrs</b>	<b>Where</b>	<b>What</b>
Apr 21	01	03	Practice	building boxes
May 5	08	08		False alarm
May 7	14	124	Practice	Flashover McNab Braseide
May 8	06	12	Practice	Check trucks/put ladders away
May 8	01	03	Practice	Meeting at PFD and CAO Jennifer
May 9	01	03		Clean fire hall
May 12	01	02	Practice	Weekend truck checks
May 12	03	15	Practice	Repair & reinstall arms on ladder lift
May 13	01	02	Practice	Truck checks
May 15	07	14	Practice	Thermal image camera/T1 pump
May 15	08	16		MVC
May 15	07	14		Tractor fire
May 17	01	03		Clean fire hall
May 18	02	04	Practice	Council meeting
May 19	08	24		Smoke in house
May 20	03	12	Practice	Truck checks
May 26	03	06	Practice	Truck checks/T@ fuel tank leak
May 29	01	03		Clean fire hall
May 29	09	18	Practice	Review cancer prevention program From Huntsville conference
May 30	04	16	Practice	Weekend truck checks
June 5	15	31	Practice	Check forestry pumps/chain saws
June 5	01	02	Practice	T1 checking brakes
June 7	04	56		Mutual Aid
June 7	08	24		tree on hydro line

**Douglas Fire Department Voucher**

As of June 9, 2023

<b>Expenses</b>	<b>Name</b>	<b>Particulars</b>	<b>CK#</b>	<b>Total</b>	<b>GST</b>	<b>Overhead</b>	<b>Vehicle</b>	<b>Utilities</b>	<b>Misc</b>	<b>Wages</b>	<b>Comm.</b>
	Bell Canada	Phone	2846	102.83	11.83						91.00
	Bell Canada	Phone	2849	345.25	39.73						305.52
	Eganville Leader	Prevention		79.10	9.10	70.00					
	Eganville Leader	Prevention		79.10	9.10	70.00					
	Hydro One	Hydro	2847	135.79	17.43			118.36			
	Gourley	Fuel	2848	295.72	34.02		261.70				
	Gourley	Fuel	2848	671.38	77.24		594.14				
	McEachen, Dennis	Health/Safety	2850	29.24					29.24		
	McHale, Bill	Prevention	2843	300.00		300.00					
	Township of AVB	Safety/Wages		805.59					24.00	781.59	
	Town of Renfrew	Health/Safety		600.00					600.00		
	Util-Equip Mfg	Equip Maint		1285.83	147.93		1137.90				
	<b>Total</b>			<b>4729.83</b>	<b>346.38</b>	<b>440.00</b>	<b>1993.74</b>	<b>118.36</b>	<b>653.24</b>	<b>781.59</b>	<b>396.52</b>
	<b>Revenue</b>	<b>Deposit</b>	<b>Inv#</b>	<b>Total</b>		<b>Fire Levy</b>	<b>Standby</b>	<b>Invest</b>	<b>Calls</b>	<b>Misc</b>	
	May Interest	153.73		153.73				153.73			0.00
	A. Bruce	170.00	359	170.00							
	NAV	3750.00	362	3750.00							
	AVB Twsp (HST)	9428.75	363	9428.75		0.00	0.00	153.73	0.00	9428.75	40.00
	<b>Total Revenue</b>	<b>13502.48</b>		<b>13502.48</b>		<b>0.00</b>	<b>0.00</b>	<b>153.73</b>	<b>0.00</b>	<b>9428.75</b>	<b>40.00</b>
	<b>Accounts Payable</b>			<b>Total</b>		<b>Fire</b>	<b>Practice</b>	<b>Standby</b>			
	May Payroll			11060.66		2,452.40	7,408.26	1,200.00			

**Douglas Fire Department  
2023 Fire Costs**

<b>Month</b>	<b>Fire</b>	<b>Practice</b>	<b>Standby Fees</b>	<b>Total Mthly Costs</b>
	<b>Rate/Hr</b>	<b>Rate/Hr</b>	<b>Rate/Wk</b>	
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
January	277	250	4	
Total Cost	5822.37	7165.40	1200.00	14,187.77
February	94	106	4	
Total Cost	3,041.58	3,367.00	1200.00	7,608.58
March	100	136	4	
Total Cost	3,228.78	4985.89	1200.00	9,414.67
April	82	230	5	
Total Cost	2,769.25	8065.51	1500.00	12,334.76
May	74	274	4	
Total Cost	2452.40	7408.26	1200.00	11,060.66
June	0	0	4	
Total Cost	0.00	0.00	1200.00	1,200.00
July	0	0	5	
Total Cost	0.00	0.00	1500.00	1,500.00
August	0	0	4	
Total Cost	0.00	0.00	1200.00	1,200.00
September	0	0	5	
Total Cost	0.00	0.00	1200.00	1,200.00
October	0	0	4	
Total Cost	0.00	0.00	1500.00	1,500.00
November	0	0	4	
Total Cost	0.00	0.00	1200.00	1,200.00
December	36	48	4	
Total Cost	1175.48	2760.16	1200.00	5,135.64
Total Hours	663	1044		
Total Cost	18489.86 \$	33,752.22	\$15,900.00 \$	67,542.08

**Douglas Fire Department**  
**Budgetary Control Report**  
As of May 31, 2023

	Current	Year to Date	Budget	Variance
<b>REVENUES</b>				
Fire Levy		45,000.00		45,000.00
Investment Income		254.43		254.43
Fire-Miscellaneous		170.00		170.00
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>45,424.43</b>	<b>0.00</b>	<b>45,424.43</b>
<b>EXPENDITURES</b>				
<b>Fire Employment Costs</b>				
Fire Wages		30,911.02		(30,911.02)
<b>Total Fire Employment Costs:</b>	<b>0.00</b>	<b>30,911.02</b>	<b>0.00</b>	<b>(30,911.02)</b>
<b>Overhead</b>				
Prevention		1,852.19		(1,852.19)
Licenses	(24.00)	(24.00)		24.00
Grounds & Building	(34.50)	1,079.73		(1,079.73)
<b>Total Overhead:</b>	<b>(58.50)</b>	<b>2,907.92</b>	<b>0.00</b>	<b>(2,907.92)</b>
<b>Vehicle</b>				
Equipment Maintenance		222.12		(222.12)
Vehicle Maintenance		4,572.44		(4,572.44)
<b>Total Vehicle:</b>	<b>0.00</b>	<b>4,794.56</b>	<b>0.00</b>	<b>(4,794.56)</b>



**Douglas Fire Department**  
**Budgetary Control Report**  
As of May 31, 2023

	Current	Year to Date	Budget	Variance
<b>Utilities</b>				
Hydro-Fire		357.28		(357.28)
Heat		5,910.97		(5,910.97)
<b>Total Utilities:</b>	<b>0.00</b>	<b>6,268.25</b>	<b>0.00</b>	<b>(6,268.25)</b>
<b>Miscellaneous</b>				
Food		250.39		(250.39)
HST		1,354.70		(1,354.70)
Health & Safety		4,183.75		(4,183.75)
Mutual Aid		100.00		(100.00)
<b>Total Miscellaneous:</b>	<b>0.00</b>	<b>5,888.84</b>	<b>0.00</b>	<b>(5,888.84)</b>
<b>Communication</b>				
Telephone		1,226.94		(1,226.94)
<b>Total Communication:</b>	<b>0.00</b>	<b>1,226.94</b>	<b>0.00</b>	<b>(1,226.94)</b>
<b>TOTAL EXPENDITURES:</b>	<b>(58.50)</b>	<b>51,997.53</b>	<b>0.00</b>	<b>(51,997.53)</b>
<b>SURPLUS</b>	<b>58.50</b>	<b>(6,573.10)</b>	<b>0.00</b>	<b>(6,573.10)</b>

**Reserves**

**Capital Asset Purchases**

**Unfunded Capital Investment**

**Total Year End Adjusted Surplus**