

SCHEDULE "A"

to by-law # 2026-30 for the Corporation of the City of Clarence-Rockland

to by-law # 2026-13 for the Municipality of Casselman

This Agreement is made as of March 24, 2026

and shall be effective as of January 1st, 2026

Between

THE CORPORATION OF THE CITY OF CLARENCE-ROCKLAND

and

THE MUNICIPALITY OF CASSELMAN

1. Purpose and General Framework

- 1.1 The purpose of this Agreement is to assign management of the Municipality of Casselman Fire Department ("CFD") to the City of Clarence-Rockland Fire Department ("CRFD") and provide the same levels of service to CFD as the CRFD, in accordance with the Fire Protection and Prevention Act, as amended from time to time.
- 1.2 In accordance with the Fire Protection and Prevention Act, municipalities shall provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances. Municipalities may establish a fire department to provide fire suppression services and may provide other fire protection services in a municipality, or group of municipalities. As such, Casselman's Council will pass a new and updated Establishing and Regulating By-law (as assembled by the CRFD) which will outline the organizational model.
- 1.3 The Municipality of Casselman, as per the past By-law, recognizes CRFD Fire Chief Martin Rousseau as Fire Chief for CFD.
- 1.4 CFD and CRFD will remain two independent entities, owned by each municipality. Only the management of the CFD will be undertaken by CRFD. All staff, except for those identified in the organization chart attached hereto as CRFD staff; Deputy Fire Chief, Fire Chief, Training Officer, Fire Prevention Officer and Administrative assistant will be and continue to be the Municipality of Casselman employees. CRFD will assume the management of these employees only, including day-to-day assignment with regards to the CFD's operations, and performance evaluations, which will be provided to the Municipality of Casselman.
- 1.5 The Fire Chief is accountable to the Municipality of Casselman through the CAO.

Council will continue to receive updates and recommendations as needed, but operational direction stays with the CAO.

- 1.6 The hiring and termination of the CRFD identified staff will be the responsibility of Clarence-Rockland.
- 1.7 Hire and Termination: The hiring and termination of CFD firefighters shall be under the authority and direction of the appointed Fire Chief, or a designated Deputy Fire Chief, and shall be carried out in consultation with the Municipality of Casselman's Human Resources Department and CFD senior staff (Station Chief). All such actions shall be conducted in accordance with applicable HR policies and practices, and the CFD General Orders (GO), Operational Guidelines (OG) and best practices.
- 1.8 Progressive Discipline: All formal progressive disciplinary measures, in accordance with applicable Human Resources policies, involving CFD firefighters and officers shall be directed and administered by the appointed Fire Chief, or the designated Deputy Fire Chief. Prior to issuing any formal progressive disciplinary action, the Fire Chief, or designate, shall consult with the Municipality of Casselman's Human Resources Department and ensure that all actions comply with applicable HR policies and practices, as well as the CFD General Orders (GO) and Operational Guidelines (OG). The daily management of conduct and performance, short of formal progressive discipline, for firefighters and captains shall remain under the authority and responsibility of the Station Chief.
- 1.9 All assets of the Municipality of Casselman will remain owned and operated by the Municipality of Casselman. No equipment, assets or staff will be directed to Clarence-Rockland.
- 1.10 Either party may terminate this Agreement without cause and at any time upon giving 60 days' prior written notice to the other party (each, a termination for "Convenience"). Such termination will be effective on the date stated in the notice.

2. Management Framework

CRFD will provide general management of the CFD, including operations. This will be accomplished by the establishment of CRFD staff in the positions set out below and as identified in the Organizational chart attached hereto as Appendix A.

2.1 Operations

A full-time Deputy Fire Chief provided by CRFD for CFD will be on staff (20%). The Fire Chief and Deputy Fire Chief will provide the following operational functions:

- Provide oversight of all response events through command and control.
- Establish as required and implement of OGs and GOs to ensure a unified response and operational of all resources.

- General day-to-day management of the CFD.
- Manage the CFD budget voted by Council.
- Manage capital asset acquisition as per the budget plan.

Other CRFD Officers may be required from time to time to act on behalf of the Fire Chief, the Deputy Fire Chief or the Fire Prevention Officer in exceptional circumstances such as sickness, vacation, or other emergencies.

2.2 Administration

CRFD will provide the following administrative functions:

- For the aggregation of timesheets to CFD firefighters.
- Staff invoices related to automatic aid responses.
- The management Record Management System (RMS) to manage all incoming incidents and provide necessary reports to inside and outside agencies. The system will also serve as a resource centre for all procedures (OGs and GOs) and training material. The RMS will serve to track the time of firefighters for incidents, prevention and training events and facilitate payroll review and management. This system will also provide all the required data for the Ontario Fire Marshal as required.
- The CRFD will manage the Municipality of Casselman cost recovery By-law for providing emergency services.
- As required, the CRFD will maintain and establish best practice Guidelines, Procedures and Programs used in the sound management of the CFD, as well as communicate and train firefighters on their use.
- The Fire Chief will be available for the Municipality of Casselman Council meetings as needed when fire issues are on the agenda.
- All CFD records created or stored in the RMS remain the property of Casselman and must be made available upon request.

3. Budgeting, Procurement and Maintenance

- 3.1 The CRFD will manage the annual budget of the CFD, manage procurement initiatives, coordinate the maintenance and calibration of all equipment. CRFD will provide recommendations to CFD with regards to capital and operational resource investment through the budgeting process as well as emergency requirements.
- 3.2 The Deputy Fire Chief and Fire Prevention Officer will be stationed at the Casselman Fire Station located on Brébeuf Street, Casselman with 20% of each of their respective weekly hours allocated to CFD.

- 3.3 Casselman retains authority for approval of budgets and procurement. All purchases must follow Casselman's procurement policies and signing authorities. CRFD may coordinate procurement processes, but purchasing decisions and commitments remain with Casselman.

4. Fire Prevention and Public Education

- 4.1 CRFD will manage, or evaluate, on behalf of CFD, initiatives to provide required inspections in Vulnerable Occupancies and commercial buildings.
- 4.2 CRFD will manage the smoke alarm inspection campaign to ensure the safety of the public in their homes. Regular fire prevention messages will be prepared for publication on social media platforms and the municipal website. CRFD's data bank of public service announcements can be modified to meet CFD needs.

5. Vehicle Allocation

- 5.1 NMFD will provide, at its own expense, an emergency vehicle for use by the Deputy Fire Chief in the performance of their official duties. Mileage travelled while performing duties for the Municipality of Casselman shall be billed to the Municipality of Casselman at the Canada Revenue Agency mileage rate, calculated and invoiced at the end of each contract year in December.
- 5.2 NMFD will provide, at its own expense, an emergency vehicle for use by the Fire Prevention Officer in the performance of their official duties. Mileage travelled while performing duties for the Municipality of Casselman shall be billed to the Municipality of Casselman at the Canada Revenue Agency mileage rate, calculated and invoiced at the end of each contract year in December.

6. Fire Investigations and Prosecution Work

- 6.1 When a fire investigation is required to determine the cause and origin of a fire, a certified member of the CRFD will conduct such investigation where required and costs incurred for such work may be billed to the Municipality of Casselman separately if additional CRFD resources are required. This is also where prosecution work is required to be done by CRFD staff.

7. Training

- 7.1 CRFD will coordinate the CFD training program on a weekly basis to meet the certification requirements of July 1, 2026. Training Officers from CFD will join the CRFD train the trainer monthly sessions to be equipped with lesson plans, equipment, and the knowledge to deliver training in their respective stations. CFD firefighters will have access to the live burn training centre in Bourget, or where closer facilities exist, for a required annual training and exposure session.

8. Career Training

- 8.1 In addition to regular training, the CRFD will also coordinate CFD firefighters career training as per provincial certification requirements through its RTC. In order to expedite and facilitate certification of all CFD firefighters, they will get preferred seating on courses offered by the CRRTC. CRFD will determine which firefighter needs what training, and a training plan will be communicated to those CFD firefighters individually.

9. Mental Health Program

- 9.1 As part of the training initiatives, the CRFD will manage and continue developing guidelines and recommend the establishment of a of the peer-to-peer support team. Until such time as the support team is developed, CRFD will be providing mental health support to those CFD firefighters requiring such services.

10. Costing Model

- 10.1 Model is based on a 2-year contract from January 1, 2026, until December 31, 2027.
- 10.2 For the year 2026, the CRFD will invoice the Municipality of Casselman the amount of \$11,439.73\$ monthly. For the year 2027, the amount will be 11,897.32\$ monthly based on a CIP increase of 4%. This amount will cover the costs of the Fire Chief (15% of the time), the Deputy Fire Chief (20% of the time), a Fire Prevention Officer (20% of the time), a Training Officer (5% of the time) and an Administrative Assistant (5% of the time). Administrative costs of 15% are added to the total expenses to cover HR, payroll and others. A breakdown of the anticipated cost breakdown for 2026 and 2027 is attached hereto as Appendix "B".
- 10.3 In the event that the Fire Chief, Deputy Fire Chief, or Fire Prevention Officer becomes unavailable for a continuous period exceeding two (2) months, other than for approved vacation leave or authorized training, CRFD shall adjust the monthly invoice to the Municipality of Casselman by prorating and deducting the wages attributable to the absent position for the duration of such unavailability.
- 10.4 A new proposal will be presented to the Municipality of Casselman Council in the 3rd quarter of 2027 to determine personnel time allocations and costs for future years.
- 10.5 This Agreement shall continue in full force and effect unless terminated in accordance with the termination provisions set out herein. The costing, staffing allocations, and fee schedule set out for the 2026 and 2027 fiscal years is approved for those years only. In the absence of a new Council-approved costing schedule, the 2027 fee schedule shall continue on an interim, month-to-month basis after December 31, 2027 until replaced by a new agreement, an amended schedule approved by Council, or termination of this Agreement.

11. Insurance and Indemnification

- 11.1 The Municipality of Casselman shall at all times save harmless and indemnify the Corporation of the City of Clarence-Rockland, its officers, employees and agents from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted in any manner resulting from or attributable to the negligence of any employee, agent, or officer of the Municipality of Casselman.
- 11.2 The Corporation of the City of Clarence-Rockland shall at all times save harmless and indemnify the Municipality of Casselman, its officers, employees and agents from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings by whomsoever made, sustained, brought or prosecuted in any manner resulting from or attributable to the negligence of any employee, agent, or officer of the Corporation of the Municipality of Clarence-Rockland.
- 11.3 The Municipalities shall have at all times adequate liability insurance and include the other Municipality as a named insured. The Municipalities shall provide the other Municipality with proof of insurance on an annual basis.

12. General Provisions

- 12.1 This agreement shall remain in effect until terminated, or a new agreement is made, notwithstanding, the terms of this agreement may be amended from time to time on mutual agreement of the Councils. The municipalities acknowledge that regional discussions on fire service delivery may lead to future adjustments to this agreement.
- 12.2 Should one of the Councils wish to propose an amendment to this agreement, such written notice shall be given to the other party at least thirty (30) days prior to the next regularly scheduled meeting of the Council of the other Municipality.
- 12.3 Whenever there may be any dispute between the Councils 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. 1990, c. M.48 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 Councils 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 Superior Court of Ontario pursuant to the provisions of the *Arbitration Act*, 1991, S.O. 1991, c.17 or pursuant to any successor legislation.

- 12.4 It is agreed that, with respect to matters not dealt with in this agreement, the CRFD may formulate policies for and relating to the administration and operation of the Fire Department unless otherwise prohibited by any applicable statute or regulation.
- 12.5 The Councils shall execute such further assurances and actions as may be reasonably required to carry out the terms thereof.
- 12.6 Upon the execution of this agreement, any existing agreements amongst the Councils as amended with respect to fire protection shall forthwith become null and void to the extent of any consistency with the terms of this Agreement.
- 12.7 In the event that any covenant, provision or term 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.
- 12.8 Nothing in this agreement prevents either municipality from exploring, studying, or implementing future shared service models, regional approaches, or joint governance structures, including but not limited to consolidation or a Municipal Service Corporation, subject to future Council approval.

In witness whereof the Councils of the Municipalities have here unto affixed the signatures of their duly authorized officers, together with their corporate seals.

The Corporation of the City of
Clarence-Rockland

The Municipality
Casselman

Mayor

Mayor

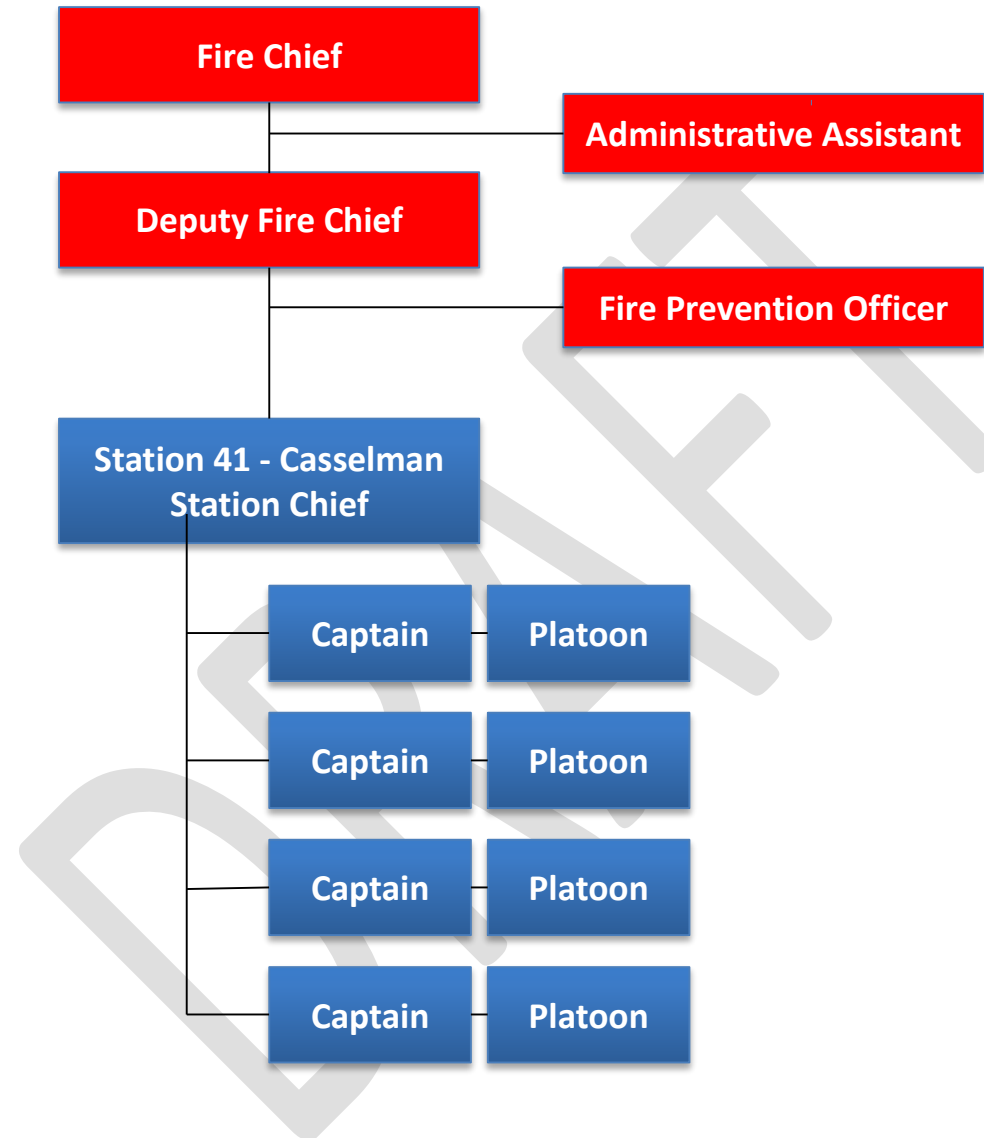
I have authority to bind the Corporation I have authority to bind the Corporation.

Clerk

Clerk

I have authority to bind the Corporation I have authority to bind the Corporation.

Appendix A: Proposed Organizational Chart



¹ The CRFD will operate the CFD fire station through the CFD Station Chief via the Deputy Fire Chief.

² The positions identified in RED are CRFD employees. All the other positions are employees of Casselman Fire Department.

Appendix B: Cost breakdown analysis

Cout pour le service d'incendie de Casselman

Préparé le 21 novembre 2026

	2026	2027
	\$	
Chef	\$30,701.34	\$31,929.40
Chef Adjoint	\$37,132.71	\$38,618.01
Capt de prévention	\$35,743.99	\$37,173.75
Capt entrainement	\$8,936.00	\$9,293.44
Assistante admin	\$3,612.28	\$3,756.74
Kilometrage	\$3,244.80	\$3,374.59
Sous total	\$119,371.12	\$124,145.93
Cout admin (15%) (RH, Finance, et autres)	\$17,905.67	\$18,621.89
Total	\$137,276.78	\$142,767.82
Cout par mois	\$11,439.73	\$11,897.32