



AGENDA

CYFS - JCC

Tuesday, September 2, 2014 at 9:30 AM
Town of Newmarket - Mulock Room

Additions & Corrections to the Agenda

Declarations of Pecuniary Interest

Approval of Minutes

1. Central York Fire Services - Joint Council Committee Minutes of July 15, 2014. p. 1

The Fire Chief recommends:

THAT the Central York Fire Services - Joint Council Committee Minutes of July 15, 2014 be approved.

Items

2. Correspondence from the Town of Aurora regarding Appointment to the Joint Council Committee (Central York Fire Services). p. 6

The Fire Chief recommends:

a) THAT the correspondence from the Town of Aurora regarding Appointment to the Joint Council Committee (Central York Fire Services) be received;

b) AND THAT Mayor Geoffrey Dawe be welcomed to the Joint Council Committee.

3. Joint Central York Fire Services and Corporate Services Report 2014-33 dated July 17, 2014 regarding the 2014 Central York Fire Services Budget Report - Second Quarter. p. 10

The Fire Chief and the Director of Financial Services/Treasurer recommend:

a) THAT the Joint Central York Fire Services and Corporate Services Report 2014-33 dated July 17, 2014 regarding the 2014 Central York Fire Services Budget Report - Second Quarter be received for information purposes;

b) AND THAT the Town of Newmarket be requested to transfer the balance in its Fire Training Reserve to Central York Fire Services' Asset Replacement Fund.

New Business

Closed Session (if required)

The Closed Session Agenda and Reports will be circulated under separate cover (Goldenrod).

4. Verbal Report by the Director of Human Resources (Newmarket) regarding a labour relations matter. (if required)

Addendum

Adjournment



MINUTES

Tuesday, May 13, 2014 at 9:30 AM
Town of Aurora - Leksand Room

The meeting of the CYFS - JCC was held on Tuesday, May 13, 2014 in the Leksand Room at the Town of Aurora Municipal Offices, 100 John West Way.

- Members Present:
- Newmarket: Councillor Emanuel
Councillor Kerwin
 - Aurora: Councillor Abel
Councillor Gallo
- Staff:
- Newmarket: R. Shelton, Chief Administrative Officer
L. Georgeff, Director of Human Resources
L. Lyons, Deputy Clerk
 - Aurora: N. Garbe, Chief Administrative Officer
J. Gaertner, Financial Planning Manager
- CYFS
- I. Laing, Fire Chief
 - P. Leslie, Deputy Fire Chief
 - R. Comeau, Deputy Fire Chief

The meeting was called to order at 9:35 a.m.

Councillor Abel in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Joint Council Committee Minutes of March 4, 2014.

Moved by: Councillor Kerwin
Seconded by: Councillor Emanuel

THAT Central York Fire Services – Joint Council Committee Minutes of March 4, 2014 be approved.

Carried

2. Joint Council Committee (Closed Session) Minutes of March 4, 2014.

Moved by: Councillor Emanuel
Seconded by: Councillor Gallo

THAT Central York Fire Services – Joint Council Committee (Closed Session) Minutes of March 4, 2014 be approved.

Carried

Items

3. Fire Services Report 2014-04 regarding Automatic Sprinklers in all Vulnerable Occupancies.

Moved by: Councillor Emanuel
Seconded by: Councillor Kerwin

THAT Fire Services Report 2014-04 Automatic Sprinklers in all Vulnerable Occupancies dated March 12, 2014 be received for information purposes.

Carried

4. Central York Fire Services 2013 Annual Report presented by the Fire Chief.

The Fire Chief presented the Central York Fire Services 2013 Annual Report. Discussion ensued regarding service targets and orientation for new JCC members.

Moved by: Councillor Kerwin
Seconded by: Councillor Emanuel

THAT the Central York Fire Services 2013 Annual Report be received for information purposes.

Carried

An amendment to the main motion was presented.

Moved by: Councillor Emanuel
 Seconded by: Councillor Gallo

THAT the Central York Fire Services 2013 Annual Report be received;

AND THAT the Fire Chief provide a presentation to the Councils of Newmarket and Aurora.

Carried

5. Joint Central York Fire Services and Corporate Services - Finance Report 2014-13 regarding the 2013 Central York Fire Services Budget Report - Fourth Quarter.

Moved by: Councillor Emanuel
 Seconded by: Councillor Kerwin

THAT Joint CYFS/Corporate Services Report - Financial Services - 2014-13 dated April 28, 2014 regarding the 2013 CYFS Budget Report - Fourth Quarter be received for information purposes.

Carried

6. Joint Central York Fire Services and Corporate Services - Finance Report 2014-17 regarding 2014 Central York Fire Services Budget Report - First Quarter.

Moved by: Councillor Emanuel
 Seconded by: Councillor Gallo

THAT Joint CYFS/Corporate Services Report - Financial Services - 2014-17 dated April 28, 2014 regarding the 2014 CYFS Budget Report - First Quarter be received for information purposes.

New Business

- a) The Fire Chief advised that the Master Fire Plan requires new information and that the Ontario Fire Marshall needs to be included. He proposed that the June meeting be cancelled and the July date be rescheduled.

Moved by: Councillor Kerwin
 Seconded by: Councillor Gallo

THAT the June 17, 2014 CYFS-JCC Meeting be cancelled;

AND THAT the July meeting be held in Newmarket on July 15, 2014.

Carried

- b) Councillor Emanuel requested an update on the renovation project at Station 4-2. Deputy Chief Comeau advised that renovations are underway and staff have been relocated. Completion of the renovations is anticipated in mid-June. Councillor Emanuel requested that an opening of the Station occur in this term of Council.

Moved by: Councillor Emanuel
 Seconded by: Councillor Kerwin

THAT the Joint Council Committee direct Staff to organize a re-opening event at Station 4-2 at the earliest opportunity in consultation with the Fire Chief.

Carried

- c) Councillor Abel read aloud a letter from the Ontario Municipal Management Institute and Ontario Association of Fire Chiefs regarding the Fire Chief's recent award of the CMM III Fire Suppression Professional enhancement to his Certified Municipal Manager designation.

Closed Session

There was no requirement for a closed session.

Adjournment

Moved by: Councillor Gallo
 Seconded by: Councillor Emanuel

THAT the meeting adjourn.

CARRIED

There being no further business, the meeting adjourned at 10:40 a.m.

Date

Councillor Abel



Legal & Legislative Services
 Stephen M.A. Huycke
 905-726-4771
 shuycke@aurora.ca

Town of Aurora
 100 John West Way, Box 1000
 Aurora, ON L4G 6J1

July 24, 2014

DELIVERED BY E-MAIL TO:
 abrouwer@newmarket.ca

Mr. Andrew Brouwer
 Director, Legislative Services, Town Clerk
 Town of Newmarket
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Dear Andrew:

Re: Item 10 – LLS14-027 – Appointment to the Joint Council Committee (Central York Fire Services)

Please be advised that this matter was heard by the Town of Aurora Council at its meeting held on July 15, 2014 and that the following resolution was adopted:

THAT report LLS14-027 be received; and

THAT Mayor Geoffrey Dawe be appointed to sit on the Joint Council Committee, which oversees the operation of the Central York Fire Services, as one of the Town of Aurora's Council representatives on the Committee.

The above is for your information and any attention deemed necessary.

Yours sincerely,

Stephen M.A. Huycke
 Town Clerk

SH/lb

Copy: Fire Chief Ian Laing, Central York Fire Services
 Mayor Geoffrey Dawe, Town of Aurora



**TOWN OF AURORA
COUNCIL REPORT****No. LLS14-027**

SUBJECT: *Appointment to the Joint Council Committee (Central York Fire Services)***FROM:** *Warren Mar, Director of Legal & Legislative Services/Town Solicitor***DATE:** *July 15, 2014*

RECOMMENDATIONS*THAT report LLS14-027 be received; and**THAT Council provide direction on the Member of Council to be appointed to sit on the Joint Council Committee which oversees the operation of the Central York Fire Services, as one of the Town of Aurora's Council representatives on the Committee.***PURPOSE OF THE REPORT**

To purpose of this report is to request that Council appoint a Member of Council to be appointed to sit as a Town of Aurora Council representative on the Joint Council Committee which oversees the operation of the Central York Fire Services.

BACKGROUND

As a result of the resignation on Chris Ballard on June 17, 2014, there is a vacancy in the Town's membership on the Joint Council Committee ("JCC"). Section 2 of the Terms of Reference for the JCC states:

"The committee shall total six (6) members, composed of **three (3) members of the Municipal Council of Aurora** and three (3) members of the Municipal Council of Newmarket, whose terms shall be concurrent with the term of the Councils which appointed them. No member shall be permitted or eligible for membership for more than two (2) consecutive terms."

Section 4.1 of the Policy for Ad Hoc/Advisory Committees and Local Boards states:

"The Mayor (or Deputy Mayor when acting in the place and stead of the Mayor) shall be an ex-officio Member of all Ad Hoc and Advisory Committees and Local Boards as may be established from time to time. Accordingly, the ex-officio Member may

take part in discussions but may not take part in the vote unless that Member is counted in order to form a quorum.”

For the purposes of the above policy, it should be noted that the JCC is considered to be a “local board” pursuant to the definition contained in s. 1(1) of the *Municipal Act, 2001*. While the Mayor is an ex-officio Member of the JCC, he is not entitled to vote at its meetings unless there is an issue with achieving quorum.

COMMENTS

The JCC is established for purposes of overseeing and administering fire protection and preventative services for both the Town of Aurora and the Town of Newmarket. Staff recommend that the vacant seat be filled to ensure equal representation on the JCC.

Currently Councillors Gallo and Abel serve on the JCC. Any Council member who is chosen to sit on the JCC will need to get “up to speed” relatively quickly on a number of issues that the JCC is working on, including the update to the Central York Fire Services Master Plan.

Among the alternatives, Council may choose to appoint the new Councillor who is replacing Councillor Ballard to the JCC. Council may also choose to appoint the Mayor to fill the vacant seat on the JCC for the remainder of the current Council term. The Mayor has been involved in the development of the Central York Fire Services Fire Department Master Plan Update and other issues pertaining to the Central York Fire Services throughout this term of Council.

LINK TO STRATEGIC PLAN

None.

ALTERNATIVE TO THE RECOMMENDATIONS

1. Council may decide to keep the seat on the JCC vacant, which would require an amendment to the Terms of Reference (with Town of Newmarket concurrence).

FINANCIAL IMPLICATIONS

None.

CONCLUSIONS

Due to the resignation of Chris Ballard there is a Council member vacancy from the Town of Aurora on the JCC. It is recommended that Council appoint a member of Council to fill this vacancy for the rest of the current Term of Council.

ATTACHMENTS

None.

PRE-SUBMISSION REVIEW

Chief Administrative Officer – July 10, 2014

Prepared by: Stephen M.A. Huycke, Town Clerk, ext. 4771



Warren Mar
Director of Legal & Legislative
Services/Town Solicitor



Neil Garbe
Chief Administrative Officer



CENTRAL YORK FIRE SERVICES

July 17, 2014

JOINT CENTRAL YORK FIRE SERVICES AND CORPORATE SERVICES REPORT - FINANCIAL SERVICES 2014-33

TO: Joint Council Committee

SUBJECT: 2014 Central York Fire Services Budget Report– Second Quarter

ORIGIN: Central York Fire Services – Fire Chief
Director, Financial Services/Treasurer

RECOMMENDATIONS

THAT Joint CYFS/Corporate Services Report – Financial Services - 2014-33 dated July 17, 2014 regarding the 2014 CYFS Budget Report-Second Quarter be received for information purposes;

AND THAT the Town of Newmarket be requested to transfer the balance in its Fire Training Reserve to Central York Fire Services' Asset Replacement Fund.

COMMENTS

Purpose

The purpose of this report is to provide the JCC with the 2014 operating and capital results for Central York Fire Services for the period ending June 30, 2014 and to finalize the transfer of Fire Training Reserves to CYFS.

Budget Impact

At this point, it is too early to project the year-end results, but there is no indication that the department will exceed its budget.

Summary

In operating, 2014 CYFS' first quarter net expenditures were \$526,777 lower than budget. The main driver of this variance is a \$481,163 savings in salaries and benefits, as these are currently being paid at the 2012 contract rate, pending settlement of the 2013 and 2014 rates. In capital, \$116,088 has been spent to date.

Background

This report is to provide the JCC with the 2014 operating and capital results for Central York Fire Services for the period ending June 30, 2014 and to address an outstanding issue from the 2013 budget process.

Operating

2014 budgeted revenues total \$266,000. Year-to-date revenues were \$33,341, as most of the fire recoveries – retainer fees from King and Whitchurch-Stouffville - are not received until the end of the year. At this point in time, there is no indication that the budgeted revenue will not be met.

2014 budgeted expenses total \$22,272,022, excluding a \$55,000 transfer to the reserve fund. Year-to-date expenses stood at \$9,414,572 compared to a budget of \$9,921,508. Salaries and benefits were currently \$481,163 under budget, as wages and benefits for fire fighters are being paid out at the 2012 rate. At this point in time, it is too early to project the year-end results.

Attached is a summary of the second quarter operating results for Central York Fire Services.

Capital

The 2014 capital budget, including carryovers, totals \$940,267, of which \$634,773 is for the replacement of a fire truck. An amount of \$116,088 was spent for replacement of fire equipment by the end of the second quarter.

Reserves

As at June 30, 2014, the two municipalities had the following reserves for Fire Services:

CYFS Reserve Fund	Joint	\$ 802,105
Asset Replacement Fund	Joint	\$ (129,461)
Training Reserve*	Aurora	\$ 111,040
	Newmarket	\$ 84,447
Development Charges	Aurora	\$ 727,788
	Newmarket	\$ 350,102

**Note: Aurora Council has approved the transfer of its Fire Training Reserve amounts to the joint CYFS ARF, pending Newmarket's approval to do the same.*

Training Reserve

During the 2013 budget process and the development of a 10-year capital plan, various funding options were considered for asset replacement and, as a result, contributions from operations were increased. It was also decided to transfer the remaining training reserve balances held by the individual municipalities to the joint CYFS Asset Replacement Fund. Justification was provided in Corporate Services Report - Finance 2012-67:

Since the receipt of these funds, CYFS has spent more than that on training. These funds could be applied towards that training retroactively. There is no indication that this would be contrary to the intended use of these funds. There is no prescribed reporting mechanism in place for these funds.

The Fire Chief can provide additional details on this program.

There were some issues to be resolved and on March 27, 2014, Aurora Council adopted the following resolution:

THAT the Fire Training Reserve Fund be transferred to the Central York Fire Services Asset Replacement Fund, maintained by the Town of Newmarket, under the expenditure control of the Joint Council Committee, and that such transfers occur upon the passing of a similar resolution by the Town of Newmarket transferring their Fire Training Reserve balance;

It would now be appropriate for the Town of Newmarket to also transfer its Training Reserve Funds.

IMPACT ON THE MASTER FIRE PLAN

This report is for information purposes and has no impact on the Master Fire Plan.

CONSULTATION

There has been consultation between the Finance staff of both Aurora and Newmarket.

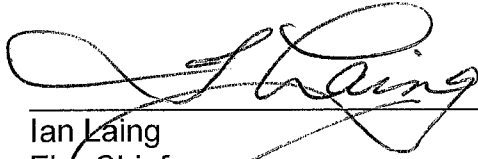
BUDGET IMPACT

At this point, it is too early to project the year-end operating results.

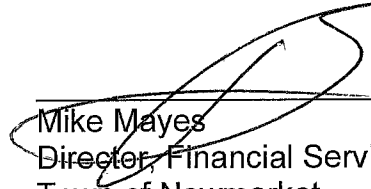
Consolidation of the training reserves with asset replacement reserve funds will support the ongoing capital replacement program.

CONTACT

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca



Ian Laing
Fire Chief
Central York Fire Services



Mike Mayes
Director, Financial Services/Treasurer
Town of Newmarket

Reviewed by:

Dan Elliott, Director
Corporate & Financial Services/Treasurer
Town of Aurora

MM:FW/nh

Attachment

- 1) CYFS Operating Results – for the six months ending June 30, 2014 (1 pg.)

**CENTRAL YORK FIRE SERVICES
OPERATING RESULTS
For the Six Months Ending June 30, 2014**

OBJECT ACCOUNTS	2013	2014 YTD (June 30, 2014)				2014 FULL YEAR BUDGET \$	2014 REMAINING BUDGET \$
	ACTUAL \$	ACTUAL \$	BUDGET \$	VARIANCE favourable/(unfavourable)			
				\$	%		
Expenses							
4011 Management Salaries	424,794	211,946	213,847	1,901	0.89%	427,694	215,748
4021 Regular Salaries & Wages	12,275,263	5,815,310	6,061,556	246,246	4.06%	13,073,114	7,257,804
4024 Standby/Callback	31,177	193	-	(193)	n/a	86,000	85,807
4025 Overtime	137,187	68,374	110,000	41,626	37.84%	220,000	151,626
4026 Lieu Time Paid	566,942	2,575	-	(2,575)	n/a	617,000	614,425
4028 WSIB Reimbursements	(5,428)	(6,483)	-	6,483	n/a	-	6,483
4031 Casual/Seasonal Wage	42,550	19,504	6,000	(13,504)	(225.07%)	12,000	(7,504)
4035 Regular Part-Time Wages	20,649	1,842	17,836	15,994	89.67%	35,671	33,829
4106 Workers' Compensation	93,504	46,752	46,749	(3)	-0.01%	93,500	46,748
4109 Direct Payroll Benefits	3,897,598	1,768,896	1,954,086	185,190	9.48%	4,183,671	2,414,775
Sub Total Salaries and Benefits	17,484,236	7,928,911	8,410,074	481,163	5.72%	18,748,650	10,819,739
4213 Licences	485	656	-	(656)	n/a	-	(656)
4216 Stationery & Office Supplies	11,117	7,934	7,500	(434)	(5.78%)	15,000	7,066
4217 Photocopier Lease & Supplies	5,961	3,055	2,501	(554)	(22.14%)	5,000	1,945
4219 Emergency Mgmt. Materials	1,884	56	1,999	1,943	97.20%	4,000	3,944
4229 Janitorial Supplies	16,390	7,733	10,001	2,268	22.68%	20,000	12,267
4232 Fuel for Vehicles	109,474	47,094	55,001	7,907	14.38%	110,000	62,906
4261 Uniforms, Clothing	83,325	76,470	64,999	(11,471)	(17.65%)	130,000	53,530
4269 Misc.	7,338	4,376	1,999	(2,377)	(118.90%)	4,000	(376)
4272 Vehicle Repairs & Maintenance	223,353	155,658	174,680	19,022	10.89%	349,366	193,708
4273 Building Repairs & Maintenance	76,587	52,038	50,850	(1,188)	(2.34%)	101,700	49,662
4278 Equipment Repairs & Maintenance	115,450	67,590	51,000	(16,590)	(32.53%)	102,000	34,410
4299 Capital Acquisitions	48,632	18,113	33,499	15,386	45.93%	67,000	48,887
4303 Cell Phone	18,436	9,229	10,001	772	7.72%	20,000	10,771
4311 Hydro	74,684	48,210	34,999	(13,211)	(37.75%)	70,000	21,790
4321 Heat	43,455	24,758	26,498	1,740	6.57%	53,000	28,242
4331 Water	10,550	7,187	7,500	313	4.17%	15,000	7,813
4404 Consulting Services	20,263	24,173	30,000	5,827	19.42%	60,000	35,827
4425 Education/Corporate Tuition Assist.	1,240	764	5,501	4,737	86.12%	11,000	10,236
4462 Fire Prevention	22,538	10,201	10,500	299	2.85%	21,000	10,799
4463 Fire Investigation	111	-	2,250	2,250	100.00%	4,500	4,500
4464 Association Allowance	2,500	5,992	1,249	(4,743)	(379.72%)	2,500	(3,492)
4465 Dispatch Service	409,337	-	-	-	n/a	505,000	505,000
4466 Wellness Program	7,776	6,004	7,249	1,245	17.18%	14,500	8,496
4471 Mileage/Parking/Tolls	3,685	798	1,301	503	38.69%	2,600	1,802
4474 Training	112,404	727	34,999	34,272	97.92%	70,000	69,273
4478 Conferences & Seminar Fees	18,037	9,397	6,750	(2,647)	(39.21%)	13,500	4,103
4511 Street Snowploughing Contract	9,712	7,369	7,893	524	6.63%	11,275	3,906
4662 Contingency Account	116,610	38,567	22,500	(16,067)	(71.41%)	45,000	6,433
4666 Vehicle Lease	-	-	-	-	n/a	-	-
Support cost allocation	816,447	416,214	416,214	0	0.00%	832,431	416,217
4911 Transfer to Capital	6,600	10,300	7,001	(3,299)	(47.12%)	14,000	3,700
4936 Asset Replacement Fund	600,000	425,000	425,000	0	0.00%	850,000	425,000
Total Expenses	20,478,615	9,414,572	9,921,508	506,936	5.11%	22,272,022	12,857,450
Revenues							
7431 Fire Dept. Recoveries	238,805	29,534	-	29,534	n/a	251,000	221,466
7471 Misc. Charges	13,246	3,806	7,500	(3,694)	(49.25%)	15,000	11,194
Total Revenues	252,052	33,341	7,500	25,841	344.54%	266,000	232,659
Net Expenditure Before Transfers	20,226,564	9,381,231	9,914,008	532,777	5.37%	22,006,022	12,624,791
Transfers to/(from) Reserve Fund							
4922 Transfer to Reserve Fund	213,230	27,500	27,500	0	0.00%	55,000	27,500
7542 From Reserve Fund	-	-	(6,000)	(6,000)	100.00%	(12,000)	(12,000)
Net Expenditure	20,439,794	9,408,731	9,935,508	526,777	5.30%	22,049,022	12,640,291
Newmarket's share(2013-59.75%; 2014- 60.05%)	12,212,777	5,649,943	5,966,273	316,329	5.30%	13,240,438	7,590,495
Aurora's share(2013-40.25%; 2014 - 39.95%)	8,227,017	3,758,788	3,969,235	210,447	5.30%	8,808,584	5,049,796
	20,439,794	9,408,731	9,935,508	526,777	5.30%	22,049,022	12,640,291