



# Central York Fire Services Agenda Joint Council Committee

Date: Tuesday, November 5, 2019  
Time: 9:30 AM  
Location: Holland Room - Town of Aurora  
Aurora Town Hall  
100 John West Way  
Aurora ON

Pages

1. Additions & Corrections to the Agenda
2. Declarations of Pecuniary Interest
3. Presentations
4. Deputations
5. Approval of Minutes
  - 5.1 Central York Fire Services – Joint Council Committee Meeting Minutes of September 3, 2019 1
    1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of September 3, 2019 be approved.
  - 5.2 Central York Fire Services – Joint Council Committee Special Meeting Minutes of September 11, 2019 5
    1. That the Central York Fire Services – Joint Council Committee Special Meeting Minutes of September 11, 2019 be approved.
  - 5.3 Central York Fire Services – Joint Council Committee Special Meeting (Closed Session) Minutes of September 11, 2019
    1. That the Central York Fire Services – Joint Council Committee Special Meeting (Closed Session) Minutes of September 11, 2019 be approved.
  - 5.4 Central York Fire Services – Joint Council Committee Special 9

## Meeting Minutes of October 22, 2019

1. That the Central York Fire Services – Joint Council Committee Special Meeting Minutes of October 22, 2019 be approved.

**6. Items**6.1 CYFS Budget Report - Third Quarter 2019 13

1. That the report entitled CYFS Budget Report - Third Quarter 2019 dated October 22, 2019 be received for information purposes.

## 6.2 Station 4-5 - Update

## 6.3 Fire Master Plan

**Note:** At the September 11, 2019 meeting it was requested that this item be added to the next regular meeting agenda.

## 6.4 2020 Schedule of Meetings

1. That the Joint Council Committee approve the following meeting schedule for 2020:
  - January 7, 2020
  - March 3, 2020
  - May 5, 2020
  - July 7, 2020
  - September 1, 2020
  - November 3, 2020

**7. New Business****8. Closed Session**

- 8.1 Labour relations or employee negotiations as per Section 239 (2) (d) of the Municipal Act, 2001.

**9. Adjournment**



# Central York Fire Services

## Minutes

### Joint Council Committee

Date: Tuesday, September 3, 2019

Time: 9:30 AM

Location: Council Chambers  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Mayor Mrakas, Town of Aurora  
Councillor Gilliland, Town of Aurora  
Deputy Mayor & Regional Councillor Vegh, Town of Newmarket  
Councillor Bisanz, Town of Newmarket  
Councillor Broome, Town of Newmarket

Members Absent: Councillor Thompson, Town of Aurora

Staff Present: J. Sharma, Chief Administrative Officer, Town of Newmarket  
D. Nadorozny, Chief Administrative Officer, Town of Aurora  
I. Laing, Fire Chief, Central York Fire Services  
R. Wainwright van Kessel, Director of Finance – Treasurer,  
Town of Aurora  
R. Volpe, Deputy Chief, Central York Fire Services  
M. Mayes, Director of Financial Services/Treasurer, Town of  
Newmarket  
D. Schellenberg, Manager of Finance & Accounting, Town of  
Newmarket  
L. Georgeff, Director of Human Resources, Town of Newmarket  
K. Saini, Deputy Town Clerk, Town of Newmarket

#### 1. Additions & Corrections to the Agenda

None.

#### 2. Declarations of Pecuniary Interest

None.

### **3. Presentations**

#### **3.1 CYFS Invoicing and Collection Process for Motor Vehicle Collisions**

R. Volpe provided a presentation regarding the invoicing and collection process for motor vehicle collisions. The presentation included an overview of how insurance information would be gathered, how reports would be created by CYFS, invoicing of the at fault party, and what would happen should CYFS not receive payment.

Moved by: Councillor Bisanz

Seconded by: Councillor Broome

1. That the presentation by R. Volpe regarding CYFS Invoicing and Collection Process for Motor Vehicle Collisions be received.

**Carried**

### **4. Deputations**

None.

### **5. Approval of Minutes**

#### **5.1 Central York Fire Services – Joint Council Committee Meeting Minutes of May 15, 2019**

#### **5.2 Central York Fire Services – Joint Council Committee Meeting (Closed Session) Minutes of May 15, 2019**

Moved by: Councillor Broome

Seconded by: Councillor Gilliland

1. That the Central York Fire Services - Joint Council Committee Meeting Minutes of May 15, 2019 and the Central York Fire Services - Joint Council Committee Meeting (Closed Session) Minutes of May 15, 2019 be approved.

**Carried**

## 6. Items

### 6.1 Motor Vehicle Collision (MVC) Cost Recovery Program

Moved by: Councillor Bisanz

Seconded by: Councillor Broome

1. That Fire Services Report 2019-03 (Revised) MVC Cost Recovery Program dated 2019-06-13 be received; and,
2. That the Joint Council Committee (JCC) review the options provided in this report and give approval to staff to proceed with option #3; and,
3. That JCC authorize a 24 month pilot of the MVC Cost Recovery Program; and,
4. That JCC approve the hiring of a regular part-time administrative assistant in October 2019 for a program launch in January 2020.

**Carried**

### 6.2 CYFS Budget Report – Second Quarter 2019

D. Schellenberg provided an update on the operating budget for CYFS, highlighting some of the significant variances.

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Gilliland

1. That the report entitled CYFS Preliminary Budget Report – Second Quarter dated July 30, 2019 be received for information purposes.

**Carried**

## 7. New Business

### 7.1 Update on Station 4-5

Chief Laing provided an update on the Station 4-5 bid submissions and advised that the budgeted amount for the station is below the bids received. He advised that staff are working with the architect to reduce the

square footage of the building. He advised that staff would present options to the JCC before the expiration of the quote on September 19, 2019.

**8. Closed Session**

Mayor Mrakas advised that there was no requirement for a closed session.

**9. Adjournment**

Moved by: Councillor Broome

Seconded by: Councillor Gilliland

1. That the Central York Fire Services Joint Council Committee adjourn at 10:23 AM.

**Carried**

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Mayor Mrakas, Chair

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Date



# Central York Fire Services

## Minutes

### Joint Council Committee

Date: Wednesday, September 11, 2019  
 Time: 7:00 AM  
 Location: Holland Room - Town of Aurora  
 Aurora Town Hall  
 100 John West Way  
 Aurora ON

Members Present: Mayor Mrakas, Town of Aurora, Chair  
 Councillor Gilliland, Town of Aurora  
 Councillor Thompson, Town of Aurora  
 Deputy Mayor & Regional Councillor Vegh, Town of Newmarket  
 Councillor Bisanz, Town of Newmarket  
 Councillor Broome, Town of Newmarket

Staff Present: J. Sharma, Chief Administrative Officer, Town of Newmarket  
 D. Nadorozny, Chief Administrative Officer, Town of Aurora  
 I. Laing, Fire Chief, Central York Fire Services  
 R. Comeau, Deputy Chief, Central York Fire Services  
 R. Volpe, Deputy Chief, Central York Fire Services  
 R. Wainwright van Kessel, Director of Finance – Treasurer,  
 Town of Aurora  
 D. Schellenberg, Manager of Finance & Accounting, Town of  
 Newmarket  
 L. Lyons, Director of Legislative Services/Town Clerk, Town of  
 Newmarket

Guests: Mayor Taylor, Town of Newmarket

#### 1. Additions & Corrections to the Agenda

None.

#### 2. Declarations of Pecuniary Interest

None.

**3. Presentations**

None.

**4. Deputations**

None.

**5. Items**

None.

**6. Closed Session**

Moved by: Councillor Broome

Seconded by: Councillor Bisanz

1. That the Joint Council Committee resolve into Closed Session to discuss a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization as per Section 239 (2) (i) of the Municipal Act, 2001.

**Carried**

The Joint Council Committee resolved into Closed Session at 7:05 AM.  
The Joint Council Committee (Closed Session) Minutes are recorded under separate cover.

The Joint Council Committee resumed into Open Session at 8:30 AM.

**6.1 Central York Fire Services Fire Station 4-5 Tender**

Moved by: Councillor Thompson

Seconded by: Councillor Gilliland

1. That Closed Session report 2019-01 dated September 1, 2019, entitled Central York Fire Services Fire Station 4-5 be received; and,
2. That as a result of the submissions received as part of the tender process exceeding the budget, Joint Council Committee direct Staff to seek to extend the irrevocability period to provide adequate time to



develop an option or options to bring the Fire Hall and Training Centre in on the estimated budget + 15% variance for a class C estimate (estimates are classified as class A to D, with class A being a detailed and final estimate that is cost accurate, and class D being a preliminary estimate that is subject to change during the project); and,

3. That in the absence of the ability to extend the irrevocability period, Joint Council Committee direct that the tender not be executed and the potential new Fire Hall and Training Centre (Station 4-5) be referred to the upcoming Master Fire Plan review.

**Carried**

## **7. Adjournment**

Moved by: Councillor Bisanz

Seconded by: Councillor Broome

1. That the meeting be adjourned at 8:31 AM.

**Carried**

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Mayor Mrakas, Chair

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Date





# Central York Fire Services

## Minutes

### Joint Council Committee

Date: Tuesday, October 22, 2019

Time: 9:00 AM

Location: Cane Room  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

Members Present: Mayor Mrakas, Town of Aurora  
Councillor Broome, Town of Newmarket  
Councillor Gilliland, Town of Aurora  
Councillor Thompson, Town of Aurora  
Deputy Mayor & Regional Councillor Vegh, Town of Newmarket

Members Absent: Councillor Bisanz, Town of Newmarket

Staff Present: J. Sharma, Chief Administrative Officer, Town of Newmarket  
D. Nadorozny, Chief Administrative Officer, Town of Aurora  
I. Laing, Fire Chief, Central York Fire Services  
R. Wainwright van Kessel, Director of Finance – Treasurer,  
Town of Aurora  
M. Mayes, Director of Financial Services/Treasurer, Town of  
Newmarket  
D. Schellenberg, Manager of Finance & Accounting, Town of  
Newmarket  
K. Saini, Deputy Town Clerk, Town of Newmarket

The meeting was called to order at 9:07 AM.

Mayor Mrakas in the Chair.

#### 1. Additions & Corrections to the Agenda

None.

**2. Declarations of Pecuniary Interest**

None.

**3. Deputations**

None.

**4. Items**

**4.1 Draft 2020 Operating and Capital Budgets**

D. Schellenberg provided an overview of the summary 2020 Operating and Capital Budgets.

Members of the Joint Council Committee discussed the draft 2020 Operating and Capital Budgets, including staffing costs, the Asset Replacement Fund, and Station 4-5.

Moved by: Councillor Thompson

Seconded by: Councillor Broome

1. That the \$1,650,000 in additional funding for Station 4-5 be contingent on JCC approving a revised plan for Station 4-5.

**Carried**

Moved by: Councillor Thompson

Seconded by: Councillor Broome

2. That the increase to the Asset Replacement Fund be decreased from \$200,000 to \$100,000.

**Carried**

Moved by: Councillor Thompson

Seconded by: Deputy Mayor & Regional  
Councillor Vegh

3. That Joint CYFS / Corporate Services Report - Financial Services - 2019-27 dated October 10, 2019 regarding the Draft

2020 Operating and Capital Budgets be received and the following recommendations be adopted:

- a. That the Joint Council Committee (JCC) receive and review the draft budgets; and,
- b. That the JCC make a recommendation to Aurora Council, as per the Joint Services Agreement, and then send to Newmarket Council for approval.

**Carried**

#### **4.2 CYFS Reserve Fund**

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Thompson

1. That the report entitled CYFS Reserve Fund dated October 22, 2019 be received; and,
2. That the unallocated portion of Central York Fire Services reserve fund be transferred to the CYFS Asset Replacement Fund; and,
3. That this practice be applied both to the current unallocated portion and to any future unallocated portions; and,
4. That any additional funding requirements for the construction of Station 4-5, beyond the initial budget allocation of \$11 million be satisfied by the Asset Replacement Fund, if additional expenditures are appropriately authorized; and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

#### **5. Adjournment**

Moved by: Councillor Broome

Seconded by: Councillor Thompson

1. That the Central York Fire Services Joint Council Committee adjourn at 10:01 AM.

**Carried**

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Mayor Mrakas, Chair

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Date



Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **CYFS Budget Report – Third Quarter 2019 Staff Report**

Report Number: 2019-25

Department(s): Joint CYFS, Financial Services

Author(s): Dawn Schellenberg

Meeting Date: October 22, 2019

### **Recommendations**

That the report entitled CYFS Preliminary Budget Report – Third Quarter dated October 22, 2019 be received for information purposes.

### **Purpose**

This report is to provide the JCC with the third quarter operating and capital results for Central York Fire Services for the period ending September 30, 2019.

### **Background**

See Below.

### **Discussion**

#### **Operating**

Net expenditures are below budget by \$1,411,382 at the end of the third quarter of 2019. Revenues were \$198,601 compared to a budget of \$258,420.

Total expenses were \$1,471,201 below budget at the end of September. Wages and benefits are still below budget after accruing the budgeted amount for a new collective agreement. Overtime is below budget and there were Workplace Safety & Insurance Board reimbursements for 4 staff, as well as a number of unfilled positions due to retirements, leaves of absence and other vacancies. The planned hiring of the 4 additional firefighters in 2019 for the new fire station has been deferred to 2020.

At this point in the year, vehicles repairs are tracking on budget. This expense category has trended higher than budget in recent years and the 2019 budget has been increased as a result. The majority of the other variances are due to timing. The wellness program is on hold, pending the selection of a new provider.

The following chart summarizes the significant variances:

<b>Line items</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Salaries and Benefits	\$ 15,008,035	\$ 16,160,217	\$1,152,182
Uniforms, Clothing	71,828	106,335	34,507
Equipment Repairs & Maintenance	62,968	94,477	31,509
Consulting Services	0	45,900	45,900
Wellness Program	3,677	108,749	105,072
Training	32,407	76,500	44,093
Other	2,955,968	3,013,906	57,938
<b>Total Expenses</b>	<b>\$ 18,134,883</b>	<b>\$ 19,606,084</b>	<b>\$ 1,471,201</b>
<b>Total Revenues</b>	<b>\$ 198,601</b>	<b>\$ 258,420</b>	<b>\$ -59,819</b>
<b>Net Expenditure</b>	<b>\$ 17,936,282</b>	<b>\$ 19,347,664</b>	<b>\$ 1,411,382</b>

#### Forecast

Wages and benefits will be below budget at year-end, due to the number of vacant positions as well as the delayed hiring of the 4 additional firefighters for the new fire station. Lieu time will be over budget by \$30,000. Fuel costs and vehicle repairs and maintenance are on budget at this point, but could be over budget somewhat at year-end. No further Wellness Program expenses will be made this year, as the search for a new provider continues. No consulting expenses are anticipated. Fire department recoveries are forecasted to be on budget. A year-end surplus in excess of \$1 million is forecasted.

#### Capital

In the first 9 months of 2019, expenditures of \$1,011,650 were incurred. \$864,744 of this amount represents the second installment payments plus equipment purchases for 2 replacement fire apparatus which have been delivered and are in service.



## Conclusion

At this point, a year-end surplus is anticipated.

## Business Plan and Strategic Plan Linkages

This report is consistent with the budget methodology set out in the Master Fire Plan.

## Consultation

There has been consultation between the Finance staff of both Aurora and Newmarket, as well as Fire Services management.

## Human Resource Considerations

Not applicable.


## Budget Impact

A year-end favorable variance of at least \$1 Million is projected, primarily due to gapping. Any year-end surplus in excess of the reserve fund requirement (currently \$700,000 based on 2020 budget) will be transferred to the asset replacement funds.

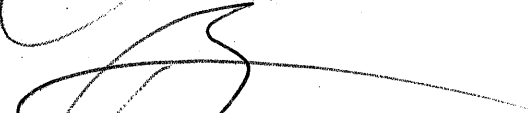
## Attachments

Operating Results for the Nine Months ending September 30, 2019

## Approval



Ian Laing, Fire Chief  
Central York Fire Services



Mike Mayes, CPA, CGA, DPA  
Director, Financial Services/Treasurer  
Town of Newmarket

Reviewed by:



Rachel Wainwright-van Kessel, CPA, CMA  
Director, Finance/ Treasurer  
Town of Aurora

### Contact

For more information on this report, contact Dawn Schellenberg at 905-953-5300, ext. 2104 or via e-mail at [dschellenberg@newmarket.ca](mailto:dschellenberg@newmarket.ca)

**CENTRAL YORK FIRE SERVICES**  
**OPERATING RESULTS**  
For the Nine Months Ending September 30, 2019

OBJECT ACCOUNTS	2018	2019 YTD (September 30, 2019)				2019 FULL YEAR BUDGET
	ACTUAL	ACTUAL	BUDGET	VARIANCE		
				\$	\$	
<b>Expenses</b>						
4011 Management Salaries	634,370	468,577	480,764	12,187	2.53%	657,887
4021 Regular Salaries & Wages	14,889,721	11,088,446	11,695,662	607,216	5.19%	15,991,105
4024 Standby/Callback	24,874	597	35,622	35,025	98.32%	35,622
4025 Overtime	150,906	126,632	154,119	27,487	17.84%	205,493
4026 Lieu Time Paid	728,491	7,971	-	(7,971)	n/a	723,032
4028 WSIB Reimbursements	(59,301)	(106,987)	-	106,987	n/a	-
4031 Casual/Seasonal Wage	18,992	20,096	20,553	457	2.23%	28,125
4081 Payroll Allocations	27,785	-	-	-	n/a	-
4109 Direct Payroll Benefits	4,813,996	3,402,704	3,773,497	370,793	9.83%	5,163,733
<b>Sub Total Salaries and Benefits</b>	<b>21,229,832</b>	<b>15,008,035</b>	<b>16,160,217</b>	<b>1,152,182</b>	<b>7.13%</b>	<b>22,804,997</b>
4216 Stationery & Office Supplies	14,554	7,886	11,475	3,589	31.28%	15,300
4217 Photocopier Lease & Supplies	4,890	2,932	5,737	2,805	48.89%	7,650
4219 Emergency Mgmt. Materials	1,313	1,623	3,060	1,437	46.96%	4,080
4229 Janitorial Supplies	27,583	17,368	15,300	(2,068)	(13.52%)	20,400
4231 Machine Oil & Fuel	130,854	81,229	80,325	(904)	(1.13%)	107,100
4261 Uniforms, Clothing	120,896	71,828	106,335	34,507	32.45%	141,780
4269 Misc.	10,079	5,822	8,250	2,428	29.43%	11,000
4272 Vehicle Repairs & Maintenance	460,649	363,438	362,625	(813)	(0.22%)	483,500
4273 Building Repairs & Maintenance	157,142	106,460	91,800	(14,660)	(15.97%)	122,400
4278 Equipment Repairs & Maintenance	117,060	62,968	94,477	31,509	33.35%	125,970
4278 Radio Equipment Maintenance	35,536	735	26,775	26,040	97.25%	35,700
4299 Capital Acquisitions	42,498	55,009	52,454	(2,555)	(4.87%)	69,940
4303 Cell Phone	25,780	25,350	22,975	(2,375)	(10.34%)	30,633
4311 Hydro	73,982	62,394	96,534	34,140	35.37%	128,713
4321 Heat	35,534	25,212	34,425	9,213	26.76%	45,900
4331 Water	17,699	20,111	11,475	(8,636)	(75.26%)	15,300
4404 Consulting Services	3,000	-	45,900	45,900	100.00%	61,200
4425 Education/Corporate Tuition Assist.	3,089	2,386	6,502	4,116	63.30%	8,670
4462 Fire Prevention	35,319	35,501	21,420	(14,081)	(65.74%)	28,560
4462 Fire Prevention - Public education	10,070	8,011	7,650	(361)	(4.71%)	10,200
4463 Fire Investigation	1,914	645	1,912	1,267	66.27%	2,550
4464 Association Allowance	3,000	3,000	2,250	(750)	(33.33%)	3,000
4465 Dispatch Service	463,989	239,441	227,250	(12,191)	(5.36%)	454,500
4466 Wellness Program	24,586	3,677	108,749	105,072	96.62%	145,000
4471 Mileage/Parking/Tolls	2,014	1,937	2,295	358	15.62%	3,060
4474 Medical oversight	16,989	17,323	15,000	(2,323)	(15.48%)	20,000
4474 Training	157,289	32,407	76,500	44,093	57.64%	102,000
4478 Conferences & Seminar Fees	16,723	14,586	21,037	6,451	30.67%	28,050
4511 Street Snowploughing Contract	4,202	1,119	7,140	6,021	84.32%	10,200
4662 Contingency Account	62,883	27,378	34,425	7,047	20.47%	45,900
4667 Property lease	30,000	22,950	22,950	-	0.00%	30,600
Support cost allocation	964,508	831,423	846,165	14,742	1.74%	1,128,224
4936 Asset Replacement Fund	1,099,600	974,700	974,700	-	0.00%	1,299,600
<b>Total Expenses</b>	<b>25,405,056</b>	<b>18,134,883</b>	<b>19,606,084</b>	<b>1,471,201</b>	<b>7.50%</b>	<b>27,551,677</b>
<b>Revenues</b>						
7419 - Other Grant	7,113	-	-	-	n/a	-
7431 Fire Dept. Recoveries	308,756	177,812	245,127	(67,315)	-27.46%	326,836
7471 Misc. Charges	19,432	20,790	13,293	7,497	56.40%	10,000
<b>Total Revenues</b>	<b>335,301</b>	<b>198,601</b>	<b>258,420</b>	<b>(59,819)</b>	<b>-23.15%</b>	<b>336,836</b>
<b>Net Expenditure Before Transfers</b>	<b>25,069,755</b>	<b>17,936,282</b>	<b>19,347,664</b>	<b>1,411,382</b>	<b>7.29%</b>	<b>27,214,841</b>
<b>Transfers to/(from) Reserve Fund</b>						
4922 Transfer to Reserve Fund	-	-	-	-	n/a	-
4923 Transfer to Reserve	437,314	-	-	-	n/a	-
7542 From Reserve Fund	-	-	-	-	n/a	(7,725)
<b>Net Expenditure</b>	<b>25,507,069</b>	<b>17,936,282</b>	<b>19,347,664</b>	<b>1,411,382</b>	<b>7.29%</b>	<b>27,207,116</b>
Newmarket's share (2019- 58.9%; 2018-59.35 %)	15,138,446	10,564,470	11,395,774	831,163	7.29%	16,024,991
Aurora's share (2019 - 41.1%; 2018 - 40.65 %)	10,368,624	7,371,812	7,951,890	580,219	7.30%	11,182,125
	<b>25,507,069</b>	<b>17,936,282</b>	<b>19,347,664</b>	<b>1,411,382</b>	<b>7.29%</b>	<b>27,207,116</b>