



# Central York Fire Services Agenda Joint Council Committee

Date: Tuesday, March 3, 2020  
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 January 7, 2020 2
    1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of January 7, 2020 be approved.
6. Items
  - 6.1 CYFS Preliminary Budget Report – Fourth Quarter 6
    1. That the report entitled CYFS Preliminary Budget Report – Fourth Quarter dated March 3, 2020 be received for information purposes.
7. New Business
8. Closed Session (if required)
9. Adjournment





## Central York Fire Services

### Minutes

### Joint Council Committee

Date: Tuesday, January 7, 2020

Time: 9:30 AM

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

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

Members Absent: Councillor Bisanz, Town of Newmarket

Staff Present: I. Laing, Fire Chief, Central York Fire Services  
R. Volpe, Deputy Chief, Central York Fire Services  
D. Nadorozny, Chief Administrative Officer, Town of Aurora  
R. Wainwright van Kessel, Director of Finance – Treasurer, Town of Aurora  
E. Armchuk, Commissioner of Corporate Services, Town of Newmarket  
M. Mayes, Director of Financial Services/Treasurer, Town of Newmarket  
D. Schellenberg, Manager of Finance & Accounting, Town of Newmarket  
G. Marsh, Supervisor, Property Tax & Assessment, Town of Newmarket  
L. Georgeff, Director of Human Resources, Town of Newmarket  
K. Saini, Deputy Town Clerk, Town of Newmarket

The meeting was called to order at 9:30 AM.  
 Mayor Mrakas in the Chair.

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

None.

**2. Declarations of Pecuniary Interest**

None.

**3. Presentations**

None.

**4. Deputations**

None.

**5. Approval of Minutes**

**5.1 Central York Fire Services – Joint Council Committee Meeting  
 Minutes of November 5, 2019**

Moved by: Councillor Broome

Seconded by: Councillor Gilliland

1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of November 5, 2019, the Closed Session Minutes of November 5, 2019 and the Special Meeting Minutes of November 26, 2019 be approved.

**Carried**

**5.2 Central York Fire Services – Joint Council Committee Meeting  
 (Closed Session) Minutes of November 5, 2019**

**5.3 Central York Fire Services – Joint Council Committee Special  
 Meeting Minutes of November 26, 2019**

**6. Items**

**6.1 Amendment to the Town of Newmarket By-law 2019-60 regarding  
 Motor Vehicle Collision Cost Recovery Program**

Deputy Chief Volpe advised that under the proposed amendment to the Motor Vehicle Collision Cost Recovery Program by-law an invoice would be issued directly to the at-fault party's insurance company rather than the registered owner. He advised that this practice results in invoices being paid in a shorter time frame. He advised that if the insurance company does not pay the invoice, it would be then sent to the registered owner of the vehicle.

Moved by: Councillor Broome

Seconded by: Councillor Gallo

1. That Fire Services Report 2020-01 titled Amendment to the Town of Newmarket By-law 2019-60 regarding Motor Vehicle Collision Cost Recovery Program dated December 20, 2019 be received; and,
2. That the Joint Council Committee (JCC) recommend to Newmarket and Aurora Town Councils that amendments to Newmarket By-law 2019-60 be adopted in accordance with Attachment 1 to this report; and,
3. That staff be authorized and directed to do all things necessary to give effect to this resolution.

**Carried**

## **7. New Business**

(1) Chief Laing advised that 757 Gorham Street has been acquired for training purposes.

(2) Chief Laing provided an update regarding the contract for Fire Station 4-5. He advised that the project is scheduled to begin in the Spring of 2020, and would require approximately 18 months for completion.

(3) Chief Laing advised that Deputy Chief Comeau will be retiring at the end of March 2020.

(4) Chief Laing advised that six senior staff have retired and that there are thirteen vacancies to be filled, as well as three Fire Captain vacancies due to promotions.

(5) Mayor Mrakas provided notice of a motion to be presented at the March 3, 2020 meeting with regards to investigating consolidation of Central York Fire Services with Stouffville Fire Services.

**8. Closed Session**

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

**9. Adjournment**

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Gallo

1. That the meeting be adjourned at 9:40 AM.

**Carried**

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Mayor Mrakas, Chair

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Date



Town of Newmarket  
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## **CYFS Preliminary Budget Report Fourth Quarter Staff Report**

Report Number: JCC-2020-02

Department(s): Joint CYFS, Financial Services

Author(s): Dawn Schellenberg

Meeting Date: March 3, 2020

### **Recommendations**

1. That the report entitled CYFS Preliminary Budget Report – Fourth Quarter dated March 3, 2020 be received for information purposes.

### **Executive Summary**

See below.

### **Purpose**

This report is to provide the JCC with the preliminary 2019 operating and capital results for Central York Fire Services for the period ending December 31, 2019.

### **Background**

To provide the JCC with the preliminary 2019 operating and capital results. All figures remain unaudited at this time.

### **Discussion**

#### **Operating**

Revenues totaled \$348,860 and were \$4,000 higher than the budget at the end of the fourth quarter. Expenses were \$25,969,284 compared to a budget of \$27,551,677 for the same period.

After retroactive payments resulting from the new collective agreement and the reversal of the prior year's accruals, salaries and benefits were still significantly under budget. This was primarily due to gapping for retirements, leave of absences, new hires and other vacancies. This includes delayed hiring of 4 additional firefighters for the new fire station. Workers' Compensation payments of \$176,000 for employees on leave and receiving their full salary also contributed to the favourable variance. Lieu time was \$42,000 over budget, even after a \$106,000 increase to the 2019 budget. This area will be a driver in the 2020 and 2021 budgets. Overtime continued to be successfully managed and was under budget by \$38,000 at the end of 2019.

The new collective agreement included the provision of post-retirement benefits to employees retiring on an OMERS pension, with a minimum of 15 years' service, until the age 65. At this point, \$500,000 has been accrued for this expense. An actuarial report will be done to determine the cost of the post-retirement benefits, but it will not be available until March or April. Once received the results may be adjusted.

Wellness and consulting expenses were also below budget. The Wellness program was cancelled earlier in the year due to unforeseen circumstances with the supplier and a new Request for Proposal was issued to procure the services of a new provider. As projected, and reported previously, vehicle repairs and maintenance expenses were \$129,000 higher than budgeted. This trend is expected to continue and will be a driver in the 2020 and 2021 budgets. The contingency account, which includes consulting expenses related to the arbitration, was \$19,000 above budget.

Preliminary indications are that a surplus of \$1.1 million will result at year-end. As previously discussed, it is recommended that any potential operating surplus be transferred to the CYFS Reserve Fund.

### **Reserves**

It was recommended in Financial Services – Fire Services Information Report 2019-19 and discussed in Joint CYFS and Corporate Services Report 2019-27 that the funds in the CYFS Reserves in excess of the 2020 budget target for volatile expenditures (\$703,000) be transferred to the Asset Replacement Fund. This will assist with their deficit position, allow for smaller increases to the Asset Replacement Fund contributions in future budgets, and provide funding for some of the construction costs associated with Station 4-5. At this point the amount to be transferred to the Asset Replacement Fund is approximately \$1.8 million.

### **Capital**

2019 was a transition year for capital, with the elimination of carry overs and the introduction of a capital spending authority. This resulted in a total approved capital spending authority of \$8,320,169. During the year, \$1.7 million was spent, with a majority



comprised of final payments for the 2 replacement fire trucks. The Status of Capital Projects (attached) provides a fulsome summary of cumulative spending to date.

## **Conclusion**

A final fourth quarter report will be provided after the external audit which will also address the surplus referenced above.

## **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, and Fire Services management.

## **Human Resource Considerations**

Not applicable.

## **Budget Impact**

A surplus of approximately \$1.1 million is currently forecasted. Any CYFS operating surplus would result in a transfer to the reserve fund and subsequently funds in excess of those required for identified volatile expenditures in the 2020 budget will be transferred to the Asset Replacement Fund. At this time, the amount is estimated to be approximately \$1.8 million.

## **Attachments**

Preliminary Operating Results for the twelve months ending December 31, 2019

Status of Capital Projects as of December 31, 2019

## **Approval**

Ian Laing, Fire Chief  
Central York Fire Services

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

Reviewed by:

Rachel Wainwright-van Kessel  
Director of Financial Services/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**  
**PRELIMINARY OPERATING RESULTS**  
For the Twelve Months Ending December 31, 2019

OBJECT ACCOUNTS	2018	2019 YTD (December 31, 2019)				2019 FULL YEAR BUDGET
	ACTUAL	ACTUAL	BUDGET	VARIANCE		
	\$	\$	\$	\$	%	
<b>Expenses</b>						
4011 Management Salaries	634,370	647,168	657,887	10,719	1.63%	657,887
4021 Regular Salaries & Wages	14,889,721	15,090,050	15,991,105	901,055	5.63%	15,991,105
4024 Standby/Callback	24,874	20,641	35,622	14,981	42.05%	35,622
4025 Overtime	150,906	167,902	205,493	37,591	18.29%	205,493
4026 Lieu Time Paid	728,491	765,261	723,032	(42,229)	-5.84%	723,032
4028 WSIB Reimbursements	(59,301)	(175,904)	-	175,904	n/a	-
4031 Casual/Seasonal Wage	18,992	20,096	28,125	8,029	28.55%	28,125
4081 Payroll Allocations	27,785	-	-	-	n/a	-
4109 Direct Payroll Benefits	4,813,996	5,283,822	5,163,733	(120,089)	-2.33%	5,163,733
<b>Sub Total Salaries and Benefits</b>	<b>21,229,832</b>	<b>21,819,036</b>	<b>22,804,997</b>	<b>985,961</b>	<b>4.32%</b>	<b>22,804,997</b>
4216 Stationery & Office Supplies	14,554	13,277	15,300	2,023	13.22%	15,300
4217 Photocopier Lease & Supplies	4,890	4,978	7,650	2,672	34.93%	7,650
4219 Emergency Mgmt. Materials	1,313	1,626	4,080	2,454	60.15%	4,080
4229 Janitorial Supplies	27,583	21,618	20,400	(1,218)	(5.97%)	20,400
4231 Machine Oil & Fuel	130,854	112,390	107,100	(5,290)	(4.94%)	107,100
4261 Uniforms, Clothing	120,896	131,085	141,780	10,695	7.54%	141,780
4269 Misc.	10,079	9,038	11,000	1,962	17.84%	11,000
4272 Vehicle Repairs & Maintenance	460,649	612,222	483,500	(128,722)	(26.62%)	483,500
4273 Building Repairs & Maintenance	157,142	152,653	122,400	(30,253)	(24.72%)	122,400
4278 Equipment Repairs & Maintenance	117,060	109,419	125,970	16,551	13.14%	125,970
4278 Radio Equipment Maintenance	35,536	29,458	35,700	6,242	17.48%	35,700
4299 Capital Acquisitions	42,498	65,732	69,940	4,208	6.02%	69,940
4303 Cell Phone	25,780	33,117	30,633	(2,484)	(8.11%)	30,633
4311 Hydro	73,982	85,385	128,713	43,328	33.66%	128,713
4321 Heat	35,534	35,995	45,900	9,905	21.58%	45,900
4331 Water	17,699	28,150	15,300	(12,850)	(83.99%)	15,300
4404 Consulting Services	3,000	25	61,200	61,175	99.96%	61,200
4425 Education/Corporate Tuition Assist.	3,089	2,993	8,670	5,677	65.48%	8,670
4462 Fire Prevention	35,319	39,319	28,560	(10,759)	(37.67%)	28,560
4462 Fire Prevention - Public education	10,070	10,007	10,200	193	1.89%	10,200
4463 Fire Investigation	1,914	2,516	2,550	34	1.35%	2,550
4464 Association Allowance	3,000	3,000	3,000	-	0.00%	3,000
4465 Dispatch Service	463,989	475,665	454,500	(21,165)	(4.66%)	454,500
4466 Wellness Program	24,586	5,545	145,000	139,455	96.18%	145,000
4471 Mileage/Parking/Tolls	2,014	3,146	3,060	(86)	(2.80%)	3,060
4474 Medical oversight	16,989	17,323	20,000	2,678	13.39%	20,000
4474 Training	157,289	99,258	102,000	2,742	2.69%	102,000
4478 Conferences & Seminar Fees	16,723	20,079	28,050	7,971	28.42%	28,050
4511 Street Snowploughing Contract	4,202	2,339	10,200	7,861	77.07%	10,200
4662 Contingency Account	62,883	64,469	45,900	(18,569)	(40.46%)	45,900
4667 Property lease	30,000	30,000	30,600	-	0.00%	30,600
Support cost allocation	964,508	1,128,224	1,128,224	0	0.00%	1,128,224
4936 Asset Replacement Fund	1,099,600	1,299,600	1,299,600	-	0.00%	1,299,600
<b>Total Expenses</b>	<b>25,405,056</b>	<b>26,469,284</b>	<b>27,551,677</b>	<b>1,082,393</b>	<b>3.93%</b>	<b>27,551,677</b>
<b>Revenues</b>						
7419 - Other Grant	7,113	2,531	-	2,531	n/a	-
7431 Fire Dept. Recoveries	308,756	323,949	326,836	(2,887)	-0.88%	326,836
7471 Misc. Charges	19,432	22,380	17,725	4,655	26.26%	10,000
<b>Total Revenues</b>	<b>335,301</b>	<b>348,860</b>	<b>344,561</b>	<b>4,299</b>	<b>1.25%</b>	<b>336,836</b>
<b>Net Expenditure Before Transfers</b>	<b>25,069,755</b>	<b>26,120,424</b>	<b>27,207,116</b>	<b>1,086,692</b>	<b>3.99%</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>26,120,424</b>	<b>27,207,116</b>	<b>1,086,692</b>	<b>3.99%</b>	<b>27,207,116</b>
Newmarket's share (2019- 58.9%; 2018-59.35 %)	15,138,446	15,384,930	16,024,991	639,953	3.99%	16,024,991
Aurora's share (2019 - 41.1%; 2018 - 40.65 %)	10,368,624	10,735,494	11,182,125	446,739	4.00%	11,182,125
	<b>25,507,069</b>	<b>26,120,424</b>	<b>27,207,116</b>	<b>1,086,692</b>	<b>3.99%</b>	<b>27,207,116</b>



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**Central York Fire Services**  
**Status of Capital Projects**  
**As of December 31, 2019**

Capital Project Number	Project	Total Approved Funding	2019 Budget	Year of Original Approval	Total Expenditures to December 31, 2019	Current Balance Surplus/ (Deficit)	Proposed Budget Adjustment	Forecasted Spending			2020 Budget	2021 Budget	Comments
								2019	2020	2021 and later			
2116076	Bunker Gear Washer	25,000		2016	-	25,000			25,000			Deferred to 2021.	
2117073	Fire Truck Replacement - 1999 Freightliner	946,000	596,784	2017	857,893	88,107	(87,227)		880			Expense of of \$880 on final HST payment in 2020.	
2116079	Fire Truck Replacement - 97-02	800,000	446,887	2016	783,914	16,086	(15,206)		880			Expense of of \$880 on final HST payment in 2020.	
2117074	Replacement of Thermal Imaging Cameras	96,000		2017	97,959	(1,959)	1,959					Closed	
2117076	Replacement of Equipment	65,000	2,351	2017	59,227	5,773	(5,773)					Closed	
2118071	Replacement of Equipment	100,000	18,263	2018	98,827	1,173	(1,173)					Closed	
2119010	Replacement of Equipment	100,000	100,000	2019	75,984	24,016			24,016			Closed	
2119005	Replacement of Auto Extrication Equipment	65,000	65,000	2019	-	65,000			65,000	165,000		Will be combined with the replacement of equipment account in 2020.	
2117077	Replacement of Mobile Data Terminals, Modems, Antennas	40,000	23,172	2017	32,967	7,033			7,033			Closed	
2117078	Station 4-5 Construction	2,500,000		2017	-	2,500,000			1,250,000	1,250,000			
2116074	Station 4-5 Design & Construction	3,687,761	3,011,081	2016	356,256	3,331,505			1,665,753	1,665,753	6,226,601	6,226,601	Aurora is managing the design and construction.
2119012	Station 4-5 Additional Funding	4,810,000	2,405,000	2019	-	4,810,000			2,405,000	2,405,000			An additional \$1,650,000 has been approved in the 2020 budget.
2118072	New Fire Engine - Stn. 4-5	985,000	400,000	2018	-	985,000			985,000	985,000			Deferred to 2020.
2118067	Tablets - Suppression and Prevention	19,500	9,631	2018	9,869	9,631			9,631				Closed
2119006	Replacement of HazMat Truck	950,000	950,000	2019	-	950,000			950,000		950,000		
2119007	Life cycle replacement of Personal Protective Equipment	71,000	71,000	2019	37,150	33,850			33,850				Waiting for gear and invoice to arrive; will be closed by end of 2020.
2119009	Personal Protective Equipment & Uniforms - New Recruits	36,000	36,000	2019	-	36,000			36,000	71,000			
2119008	Master Fire Plan	125,000	125,000	2019	-	125,000			125,000	125,000			
2119011	Replacement of Light Vehicle	60,000	60,000	2019	56,090	3,910	(3,910)						Closed
<b>TOTAL</b>		<b>\$ 15,481,261</b>	<b>\$ 8,320,169</b>		<b>\$ 2,466,136</b>	<b>\$ 13,015,125</b>	<b>\$ (111,330)</b>	<b>\$ -</b>	<b>\$ 6,543,043</b>	<b>\$ 6,360,752</b>	<b>\$ 7,572,601</b>	<b>\$ 7,176,601</b>	