



# Central York Fire Services

## Agenda

### Joint Council Committee

Date: Tuesday, November 3, 2020  
Time: 9:30 AM  
Location: Electronic VIA ZOOM  
See How to Login Guide

#### Pages

1. Additions & Corrections to the Agenda
2. Conflict of Interest Declarations
3. Presentations
4. Deputations
5. Approval of Minutes
  - 5.1. Central York Fire Services – Joint Council Committee Meeting Minutes of September 1, 2020 1
    1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of September 1, 2020 be approved.
  - 5.2. Central York Fire Services – Joint Council Committee Meeting Minutes of October 13, 2020 9
    1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of October 13, 2020 be approved.
6. Items
  - 6.1. CYFS Budget Report – Third Quarter 13
    1. That the report entitled CYFS Budget Report – Third Quarter dated November 3, 2020 be received for information purposes.
  - 6.2. Fire Services Headquarters Station 4-5 – Update No. 2 19

1. That Report No. OPS19-017 be received for information.

6.3. By-Law Authorizing Participation in the Province of Ontario Mutual Aid Plan

25

1. That Fire Services Report JCC-2020-09 be received for information; and,
2. That Council enact a By-Law to authorize the participation of Central York Fire Services in the Province of Ontario Mutual Aid Plan.

6.4. Proposed 2021 Meeting Schedule

- January 5, 2021
- March 2, 2021
- May 4, 2021
- July 6, 2021
- September 7, 2021
- November 2, 2021

1. That the 2021 Meeting Schedule be approved.

7. **New Business**

8. **Closed Session (if required)**

9. **Adjournment**



# Central York Fire Services

## Minutes

### Joint Council Committee

Date: Tuesday, September 1, 2020  
 Time: 9:30 AM  
 Location: Electronic VIA ZOOM  
 See How to Login Guide

Members Present: Councillor Gallo, Town of Aurora  
 Councillor Gilliland, Town of Aurora  
 Councillor Thompson, Town of Aurora  
 Councillor Bisanz, Town of Newmarket  
 Councillor Broome, Town of Newmarket  
 Deputy Mayor & Regional Councillor Vegh, 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  
 A. Downey, Director of Operations, Town of Aurora  
 R. Wainwright van Kessel, Director of Finance – Treasurer, Town of Aurora  
 I. McDougall, Acting Chief Administrative Officer, Town of Newmarket  
 L. Georgeff, Director of Human Resources, Town of Newmarket  
 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  
 J. Grossi, Legislative Coordinator

The meeting was called to order at 9:34 AM.  
 Councillor Bisanz in the Chair.

**1. Notice**

Councillor Bisanz advised that the Municipal Offices were closed to the public and that this meeting was available via ZOOM at [www.newmarket.ca/meetings](http://www.newmarket.ca/meetings).

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

None.

**3. Conflict of Interest Declarations**

None.

**4. Presentations**

**4.1 2019 Central York Fire Services Annual Report**

Chief Laing provided a presentation regarding the 2019 Central York Fire Services Annual Report which outlined the key findings related to emergency response, fire trends, and major fire investigations. He reviewed the annual statistics regarding station response times, and training program opportunities. Chief Laing concluded the presentation with an overview of the 2019 budget and future projects.

Joint Council Committee members queried Chief Laing regarding call volumes, budget discrepancies in surplus for the 2018 and 2019 budgets, and the effects of COVID-19 on emergency services.

An alternate motion was presented and is noted below in bold.

Moved by: Councillor Thompson

Seconded by: Deputy Mayor & Regional  
Councillor Vegh

1. That the presentation provided by Chief Ian Laing regarding the 2019 Central York Fire Services Annual Report be received; and,
2. **That the 2019 Central York Fire Services Annual Report be received.**

**Carried**

**5. Deputations**

None.

## 6. Approval of Minutes

### 6.1 Central York Fire Services – Joint Council Committee Meeting Minutes of March 3, 2020

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Broome

1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of March 3, 2020 be approved.

**Carried**

## 7. Items

### 7.1 Introduction of New Deputy Chief Jeremy Inglis

Chief Laing provided an introduction to the new Deputy Chief, Jeremy Inglis who is a certified Incident Safety Officer, a Director with the Ontario Association of Fire Chiefs and presently serves as an alternate CEMC (Community Emergency Management Coordinator). Academically, he holds a Mechanical Engineering Technology Diploma, numerous qualifications and certificates in various NFPA disciplines and leadership training. He is also presently completing his Bachelors Degree in Business Administration.

Deputy Inglis has experience in career, composite and volunteer fire departments, most recently coming from Fort Erie where he has reflected an unmatched commitment to serving the community and its most vulnerable citizens. Given his experience with both the suppression division and support services, he will initially join us in the Support Services portfolio. He will be leading the Fire Prevention Division and be heavily involved with the construction of our new Fire Station (Station 4-5), budget process, fleet, equipment, facility procurement and maintenance.

### 7.2 Mid-term Appointment of Chair and Vice-Chair

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Broome

1. That Councillor Thompson be appointed as Vice Chair for the Central York Fire Services-Joint Council Committee for the remainder of the 2018-2022 term.

**Carried**

### **7.3 2019 Central York Fire Services Annual Report**

This item was dealt with under item 4.1. See item 4.1 for motion.

### **7.4 Letter from Town of Aurora (Budget Reduction)**

Moved by: Councillor Thompson

Seconded by: Councillor Broome

1. That the letter from the Town of Aurora regarding Budget Reduction be received for information purposes.

**Carried**

### **7.5 Fire Chief response on the amalgamation of Fire Departments in York Region**

Chief Laing reviewed the Newmarket staff report which was considered in May 2020, entitled Regional Fire Services Study and advised that Markham, Vaughan and King did not support the amalgamation of Fire Services at this time. Therefore, York Region did not receive the triple majority which was necessary to move forward with this item.

Moved by: Councillor Broome

Seconded by: Councillor Gallo

1. That the Regional Fire Services Study be received for information purposes.

**Carried**

### **7.6 Fire Services Headquarters Station 4-5**

The Director of Operations, Town of Aurora, provided an update on Station 4-5 which included a review of the background information on the project, current budget projections, and proposed timeframes.

Moved by: Councillor Thompson

Seconded by: Councillor Gallo

1. That Report No. OPS19-014 be received for information.

**Carried**

## **7.7 Cost Recovery Program (Expansion)**

Deputy Chief Volpe provided an update on the current Cost Recovery Program which began in January 2020, and outlined the options for expansion.

An alternate motion was presented and it noted below in bold.

Moved by: Councillor Gilliland

Seconded by: Councillor Broome

1. That Fire Services Report JCC-2020-03 Cost Recovery Program (Expansion) dated 2020-09-01 be received; and,
2. That the Joint Council Committee (JCC) approve this report and authorize staff to implement the updated Town of Newmarket User Fees – Schedule A (see attachment); and,
3. That JCC authorize a 12-month pilot of the expanded services within the cost recovery program, with phase 1 to include
  - **natural gas leaks,**
  - **drug labs/grow ops & clandestine labs,**
  - **post fire investigations,**
  - **extraordinary expenses,**
  - **hydro incidents (down wires) and;**
  - Phase 2 (after the 12 month pilot program) to include
    - **multi-purpose smoke alarms and carbon monoxide alarms**

- **elevator rescues (non-emergency); and,**
4. That JCC approve an additional 7 hours for the Accounts Administrator permanent part time position which is an increase from 21 hours (FTE 0.6) to 28 hours (FTE 0.8) per week.

**Carried**

#### **7.8 CYFS Final Budget – Fourth Quarter 2019**

Moved by: Councillor Broome

Seconded by: Councillor Thompson

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

**Carried**

#### **7.9 CYFS Budget Report – Second Quarter 2020**

Moved by: Deputy Mayor & Regional  
Councillor Vegh

Seconded by: Councillor Thompson

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

**Carried**

#### **7.10 CYFS Draft 2021 Operating and Capital Budgets**

Moved by: Councillor Gilliland

Seconded by: Councillor Broome

1. That Joint CYFS/Corporate Services – Financial Services Report dated September 1, 2020 regarding the Draft 2021 Operating and Capital Budgets be received; and,



2. That the Joint Council Committee (JCC) receive the draft budgets;  
and,
3. That the JCC establish a date to discuss the draft budgets prior to the  
next scheduled JCC meeting on November 3, 2020.

**Carried**

**8. New Business**

None.

**9. Closed Session**

Councillor Bisanz advised that Closed Session was not required.

**10. Adjournment**

Moved by: Councillor Gallo

Seconded by: Councillor Gilliland

1. That the meeting be adjourned at 12:10 PM.

**Carried**

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Councillor Bisanz, Chair

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Date





# Central York Fire Services

## Minutes

### Joint Council Committee

Date: Tuesday, October 13, 2020

Time: 9:30 AM

Location: Electronic VIA ZOOM  
See How to Login Guide

Members Present: Councillor Bisanz, Town of Newmarket  
Councillor Gallo, Town of Aurora  
Councillor Broome, Town of Newmarket  
Councillor Gilliland, Town of Aurora  
Councillor Thompson, Town of Aurora

Members Absent: Deputy Mayor & Regional Councillor Vegh, 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  
R. Volpe, Deputy Chief, Central York Fire Services  
J. Inglis, Deputy Chief, Central York Fire Services  
C. Duval, Assistant 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  
K. Saini, Deputy Town Clerk, Town of Newmarket

The meeting was called to order at 9:35 AM. Councillor Bisanz in the Chair.

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

There were no additions or corrections to the agenda.

**2. Conflict of Interest Declarations**

None.

**3. Presentations**

**3.1 CYFS Draft 2021 Budget**

The Director of Financial Services/Town Treasurer and Manager of Finance and Accounting provided a presentation. The presentation detailed budget requests for 2021, the capital program for 2021, funding for fire station 4-5, new revenue opportunities and a staffing strategy. Members queried staff with respect to the wellness program, cost recovery program, and the options for a staffing strategy, which were delivered as part of the presentation. Discussion ensued on delaying staffing until such time as a new Fire Master Plan has been completed.

**4. Deputations**

None.

**5. Items**

**5.1 CYFS Draft 2021 Budget Update Report**

Alternate motions were presented and are noted below in bold

Moved by: Councillor Broome

Seconded by: Councillor Thompson

1. **That the presentation regarding the CYFS Draft 2021 Budget be received; and,**
2. That Joint CYFS/Financial Services Report dated October 13, 2020 regarding the Draft 2021 Budget Update be received and the following recommendations be adopted:
  - a. That the Joint Council Committee (JCC) receive the draft budgets presented on September 1, 2020; 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**

Moved by: Councillor Thompson

Seconded by: Councillor Broome

- 3. That the hiring of new firefighters to increase the current staff complement be deferred until the completion of a new Fire Master Plan.**

**Carried**

Moved by: Councillor Thompson

Seconded by: Councillor Gallo

- 4. That the budgeted contributions to the Asset Replacement Fund be maintained at the 2020 level and there be no change to the budget for the Wellness program.**

**Carried**

Moved by: Councillor Thompson

Seconded by: Councillor Gilliland

- 5. That some of the anticipated additional revenues being generated from the new cost recovery program be included as part of the 2021 budget.**

**Carried**

## **6. Adjournment**

Moved by: Councillor Gallo

Seconded by: Councillor Broome

- 1. That the Joint Council Committee meeting be adjourned at 10:48 AM.**

**Carried**

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Councillor Bisanz, Chair

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Date



## CENTRAL YORK FIRE SERVICES

### CYFS Budget Report – Third Quarter Fire Services Report

Report Number: JCC-2020-08  
 To: Joint Council Committee  
 Author: Central York Fire Services/– Dawn Schellenberg, Manager,  
 Finance & Accounting, Town of Newmarket  
 Meeting Date: Tuesday, November 3, 2020

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#### Recommendations

1. That Fire Services Report CYFS Preliminary Budget Report – Third Quarter dated November 3, 2020 be received for information purposes.

#### Comments

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, 2020.

#### Background

##### Operating

Net expenditures are below budget by \$494,889 at the end of the third quarter of 2020. Revenues were \$252,035 compared to a budget of \$262,127 and include invoicing for motor vehicle collisions which were not budgeted in the startup year. In the first 9 months of the program \$66,468 has been invoiced and \$48,584 (73%) has been collected.

Total expenses were \$1,412,620 below budget at the end of September. Wages and benefits are well below budget and account for 79% of the favorable variance. Vacant positions (12) were only filled in April and the budget includes the hiring of the final cohort of 4 additional firefighters for the new fire hall, as well as the 4 included in the 2019 budget. The final 8 firefighters are anticipated to be hired to coincide with the completion of Station 4-5 which is currently projected to be at the beginning of 2022.

Savings due to gapping, \$907,639, have been transferred to a reserve fund as part of the strategy to fund the new fire station (see Report 2019-28 – CYFS Reserve Fund). In prior years, this was not done until the end of the year. The transfer is being done earlier, as the savings are realized, in order to provide a more accurate picture of the interim operating results.

Overtime has been successfully brought back closer to budget, after a higher first quarter. The portion of salaries recovered for employees injured at work, while they receive their full-time wages, is included in Workplace Safety & Insurance Board reimbursements (\$178,892). Part-time wages reflect the addition of a staff member to administer the paperwork for motor vehicle collision invoicing and are offset by the lack of casual wages. No summer students were hired, due to the pandemic. Neither the approved part-time position nor the revenue was included in the 2020 budget. To date, net revenue of \$38,298 has been realized. In the 2021 budget the part-time wages, as well as a conservative amount of revenue from the new cost recovery program have been included.

Lower call volume has resulted in less wear and tear on the vehicles. This combined with more in-house mechanical work has resulted in lower than anticipated vehicle repairs and maintenance expenses. Training expenses are lower due to the cancellation of programs and courses due to the pandemic. The majority of the other variances are due to timing.

The wellness program is still on hold, due to the pandemic and difficulty securing a company to meet the requirements of the program. The savings in wellness have been included in the amount transferred to the asset replacement fund, in consideration of recent directives to maintain ARF contributions and Wellness at 2020 budgeted levels next year.

The following chart summarizes the significant variances:

<b>Line items</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Salaries and Benefits	\$ 15,776,815	\$ 16,891,586	
Attributable to gapping			\$ 907,639
Attributable to WSIB			178,892
Other factors			28,240
Emergency Management Materials	73,506	3,122	-70,384
Vehicle Repairs & Maintenance	287,178	369,877	82,699
Equipment Repairs & Maintenance	59,308	99,936	40,628
Hydro	58,138	98,465	40,327
Consulting Services/Contingency	4,172	81,931	77,759
Wellness Program	9,775	110,925	101,150
Asset Replacement Fund	1,150,850	1,049,700	-101,150
Training	24,818	75,030	50,212
Other	1,608,716	1,685,324	76,,608



<b>Total Expenses</b>	<b>\$ 19,053,276</b>	<b>\$ 20,465,896</b>	<b>\$ 1,412,620</b>
<b>Total Revenues</b>	<b>-\$ 252,035</b>	<b>-\$ 262,127</b>	<b>-\$ 10,092</b>
<b>Transfer to Reserve Fund</b>	<b>\$ 907,639</b>	<b>-</b>	<b>-\$ 907,639</b>
<b>Net Expenditures</b>	<b>\$ 19,708,880</b>	<b>\$ 20,203,769</b>	<b>\$ 494,889</b>

### Capital

In the first three quarters of 2020, expenditures of \$531,140 were incurred for the replacement of personal protective equipment, auto extrication equipment, and 4 light fire prevention vehicles.

## Financial Impact

See above.

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

## Conclusion

At this point, a year-end surplus of approximately \$600,000 is anticipated due mainly to the impacts of the pandemic. However the planned enhancement to the post-retirement benefits has not been fully funded and will impact year-end results.

## Consultation

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

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## Impact On The Master Fire Plan

A year-end surplus of approximately \$600,000 is currently projected. Net expenditures are tracking under budgeted levels and this trend is expected to continue until the end of the year, primarily due to delays in staff hiring and the impact of the covid-19 pandemic. The plan enhancement to the post-retirement benefits has not been fully funded and will impact year-end results.

Attachment:

Operating Results for the Nine Months ending September 30, 2020

## Contact

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 Information

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 Nine Months Ending September 30, 2020

OBJECT ACCOUNTS	2019	2020 YTD (September 30, 2020)				2020 FULL YEAR BUDGET
	ACTUAL \$	ACTUAL \$	BUDGET \$	VARIANCE favourable/(unfavourable) \$ %		
Expenses						
4011 Management Salaries	647,168	484,185	492,684	8,499	1.73%	674,200
4021 Regular Salaries & Wages	15,090,050	11,697,055	12,274,626	577,571	4.71%	16,782,115
4024 Standby/Callback	20,641	240	36,513	36,273	99.34%	36,513
4025 Overtime	167,902	159,648	157,972	(1,676)	-1.06%	210,630
4026 Lieu Time Paid	765,261	13,215	-	(13,215)	n/a	741,108
4028 WSIB Reimbursements	(175,904)	(178,892)	-	178,892	n/a	
4031 Casual/Seasonal Wage	20,096	-	20,965	20,965	100.00%	28,688
4035 Regular Part-Time Wages	-	22,008	-	(22,008)	n/a	-
4081 Payroll Allocations	-	-	-	-	n/a	-
4109 Direct Payroll Benefits	5,283,822	3,579,356	3,908,826	329,470	8.43%	5,348,923
Sub Total Salaries and Benefits	21,819,036	15,776,815	16,891,586	1,114,771	6.60%	23,822,177
4216 Stationery & Office Supplies	14,982	7,522	11,704	4,182	35.73%	15,606
4217 Photocopier Lease & Supplies	4,977	2,881	5,851	2,970	50.76%	7,803
4219 Emergency Mgmt. Materials	1,626	73,506	3,122	(70,384)	(2254.47%)	4,162
4229 Janitorial Supplies	21,618	13,125	15,606	2,481	15.90%	20,808
4231 Machine Oil & Fuel	108,651	64,196	81,931	17,735	21.65%	109,242
4261 Uniforms, Clothing	131,085	117,071	108,461	(8,610)	(7.94%)	144,616
4269 Misc.	9,038	9,374	8,250	(1,124)	(13.63%)	11,000
4272 Vehicle Repairs & Maintenance	610,516	287,178	369,877	82,699	22.36%	493,170
4273 Building Repairs & Maintenance	152,652	106,854	93,636	(13,218)	(14.12%)	124,848
4278 Equipment Repairs & Maintenance	109,419	59,308	99,936	40,628	40.65%	133,250
4278 Radio Equipment Maintenance	29,458	33,648	23,740	(9,908)	(41.74%)	31,653
4299 Capital Acquisitions	67,902	20,238	53,505	33,267	62.18%	71,339
4303 Cell Phone	33,117	23,171	23,435	264	1.13%	31,246
4311 Hydro	78,263	58,138	98,465	40,327	40.96%	131,287
4321 Heat	33,034	22,904	35,113	12,209	34.77%	46,818
4331 Water	26,271	15,408	11,703	(3,705)	(31.66%)	15,606
4404 Consulting Services	25	-	46,818	46,818	100.00%	62,424
4425 Education/Corporate Tuition Assist.	2,993	3,603	6,633	3,030	45.69%	8,843
4462 Fire Prevention	39,319	12,164	21,848	9,684	44.33%	29,131
4462 Fire Prevention - Public education	10,007	434	7,803	7,369	94.44%	10,404
4463 Fire Investigation	2,516	866	1,951	1,085	55.61%	2,601
4464 Association Allowance	3,000	3,000	2,250	(750)	(33.33%)	3,000
4465 Dispatch Service	475,665	239,534	231,795	(7,739)	(3.34%)	463,590
4466 Wellness Program	5,545	9,775	110,925	101,150	91.19%	147,900
4471 Mileage/Parking/Tolls	3,146	384	2,340	1,956	83.61%	3,121
4474 Medical oversight	17,323	8,570	18,299	9,729	53.17%	24,400
4474 Training	99,258	24,818	75,030	50,212	66.92%	100,040
4478 Conferences & Seminar Fees	20,079	12,708	21,457	8,749	40.77%	28,611
4511 Street Snowploughing Contract	2,339	329	7,283	6,954	95.48%	10,404
4662 Contingency Account	64,469	4,172	35,113	30,941	88.12%	46,818
4667 Property lease	30,600	23,409	23,409	-	0.00%	31,212
Support cost allocation	1,128,224	867,323	867,321	(2)	(0.00%)	1,156,431
4936 Asset Replacement Fund	1,299,600	1,150,850	1,049,700	(101,150)	-9.64%	1,399,600
Total Expenses	26,455,750	19,053,276	20,465,896	1,412,620	6.90%	28,743,161
Revenues						
7419 - Other Grant	2,531	-	-	-	n/a	-
7431 Fire Dept. Recoveries	323,949	246,866	254,628	(7,762)	-3.05%	339,503
7471 Misc. Charges	22,380	5,169	7,499	(2,330)	(31.07%)	10,000
Total Revenues	348,860	252,035	262,127	(10,092)	-3.85%	349,503
Net Expenditures Before Transfers	26,106,890	18,801,241	20,203,769	1,402,528	6.94%	28,393,658
Transfers to/(from) Reserve Fund						
4922 Transfer to Reserve Fund	-	907,639	-	(907,639)	n/a	-
4923 Transfer to Reserve	648,033	-	-	-	n/a	-
7542 From Reserve Fund	-	-	-	-	n/a	-
Net Expenditures	26,754,923	19,708,880	20,203,769	494,889	2.45%	28,393,658
Newmarket's share (2020-58.6%; 2019-58.9%)	15,758,650	11,549,404	11,839,409	290,005	2.45%	16,644,363
Aurora's share (2020 - 41.4%; 2019 - 41.1%)	10,996,273	8,159,476	8,364,360	204,884	2.45%	11,749,295
	26,754,923	19,708,880	20,203,769	494,889	2.45%	28,393,658





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**Subject:** Fire Services Headquarters Station 4-5 – Update No. 2

**Prepared by:** Allan D. Downey, Director of Operations

**Department:** Operational Services

**Date:** November 3, 2020

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## **Recommendation**

- 1. That Report No. OPS19-017 be received for information.**

## **Background**

From update No. 1:

On November 10, 2015, four (4) acres of land were purchased at the corner of Earl Stewart Drive and Isaacson Crescent in Aurora.

On February 14, 2017, Joint Council Committee (JCC) approved a budget of \$11,000,000 for the design and construction of the facility.

On March 28, 2017, JCC approved the engagement of Thomas Brown Architects to design the new facility, under the guidance of a Steering Committee comprised of staff from Aurora, Newmarket and CYFS.

Several reports and updates were presented to JCC culminating in the approval of design on June 12, 2018.

Staff received approval to proceed to detailed design, preparation of specifications and tender documents and proceed to public tender based on information provided in staff report OPS18-011.

The project was released for public tender on April 12, 2019 and closed on May 22, 2019. Nine (9) bids were received; however, all bids were over the approved budget.

Following the tender results, the facility was redesigned to provide cost savings that would bring the facility closer to the approved budget. Building Modifications included:

- Deletion of one (1) bay in the Apparatus Bay
- Remaining bays shortened by 20' from 90' to 70'

- Reduction of second floor office area by the width of the deleted bay below
- Deletion of one (1) classroom on the second floor
- Adjustment of the northwest entrance and hose tower by moving both elements east to infill area of deleted classroom

The above-noted revisions achieved a reduction in gross floor area of 4,331 square feet from the original tender gross floor area of 28,099 square feet representing a 15.5% reduction.

The scope of the modifications realized cost reduction in the following categories:

- Bonding
- Retaining walls
- Concrete forming
- Cast in place concrete
- Concrete finishing
- Concrete reinforcing
- Architectural precast
- Masonry
- Vehicle Exhaust Extraction Systems
- Excavation
- Structural Steel
- Steel Deck
- Waterproofing – Below Grade
- Aluminum Cladding Systems
- Roofing
- Apparatus Bay Doors
- Gypsum Board Systems
- Acoustical Partitions (folding)
- Flooring
- Mechanical Systems
- Electrical Systems

As a result of the proposed revisions to the facility design, a reduction in the amount of \$1,147,000. Cost savings in the amount of \$1,147,000 have been realized, culminating in an adjusted tender bid of \$10,836,817. Fire Hall 4-5 Revised Project Budget was approved, as follows:

**Non-Construction Costs:**

Architect	\$600,000
Furniture, Fixtures, Signage etc.	506,500
Prefab shed for training	250,000
Allowance for props	100,000
	<u>1,456,500</u>

**Construction Costs:**

Tender Revised Bid	10,836,817
Non-Recoverable HST (1.76%)	190,728
Contingency (10%)	1,083,682
	<u>12,111,227</u>

**Total Revised Project Budget** **\$13,567,727**

In addition to this budget, the Town of Aurora has also included \$87,300 for project management fees and public art from its own reserves.

Remo General Contracting Ltd. was awarded the contract for the construction of Station 4-5 in the amount of \$10,836,817.

Site work commenced on May 20, 2020.

## Budget

	Approved Budget	Change Orders Approved to Date	Payments to Date
<b>Non-Construction Costs:</b>			
Architect	\$600,000		\$454,147.00
Furniture, Fixtures, Signage etc.	506,500		0
Prefab shed for training	250,000		0
Allowance for props	100,000		0
	1,456,500		
<b>Construction Costs:</b>			
Tender Revised Bid	10,836,817		1,539,475.55
Non-Recoverable HST (1.76%)	190,728		
Contingency (10%)	1,083,682	759,778.14	\$69,268.00
	12,111,227		
<b>Total Revised Project Budget</b>	<b>\$13,567,727</b>		<b>\$2,062,890.55</b>

## Schedule

Thomas Brown Architects has provided their confirmation regarding the change to the original schedule in consultation with Remo General Contractors. Staff have received a memo from Thomas Brown Architects on October 23<sup>rd</sup>, 2020 regarding this matter in which the Architect states the following:

“As the team is aware, we have encountered a site condition that has impacted the progress of the work. The attached revised Construction Schedule and associated letter of Schedule of Impact describe the impact of this work on the original timeframe to deliver the Project. The scheduled date of Substantial Performance has been changed to Q1 of 2022 with Total Performance in Q2 of 2022. The revised Construction Schedule has effectively inserted the Helical Pier scope as a “finish-to-start” task with subsequent tasks pushed forward accordingly. This does not account for mitigation strategies (i.e. the potential to ‘stack’ trades) in order to minimize duration where it is reasonable. To date, we acknowledge that the Contractor’s approach to the issue has been proactive and have no reason to expect that this will change over the duration of the Project. As Consultants for the project we will continue efforts to minimize the impact of

the issue and maintain our commitment to deliver the project in the shortest timeframe possible.”

The Contractor has identified three (3) key milestone dates:

1. Occupancy – February 28, 2022
2. Substantial Performance – March 8, 2022
3. Total Completion – May 25, 2022

### **Progress to Date**

Filling and rough grading of site complete to footing level. Storm, sanitary and water servicing to the site are complete.

Helical Pier installation commenced on October 14, 2020 and as of October 22<sup>nd</sup>, 12% has been completed.

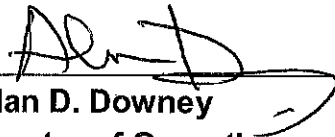
### **Communications**

Staff have been in contact with our Communications Division to produce a dedicated webpage for Station 4-5 on both Aurora and Newmarket's website. Virtual site meetings have taken place on a bi-weekly basis since the commencement of construction. At present, eleven (11) virtual site meetings have been conducted.

### **Risks and Issues**

Staff have approved a Change Order with an upset limit of \$750,000 for the installation of helical piers. The Architect has revised foundation design drawings and modifications to the steel support system to accommodate the installation of helical piers. Shop drawings submission review and approvals for the facility continue.

Following the installation of the helical piers, the installation of the foundation and steel structure progress may be impacted by winter weather.

  
\_\_\_\_\_  
**Allan D. Downey**  
**Director of Operations**  
**Operational Services Department**  
**Town of Aurora**



October 23, 2020

Town of Aurora – Joint Operations Centre  
229 Industrial Parkway North  
Aurora, Ontario L4G 4C4  
www.aurora.ca

Attn: Allan D. Downey  
Director of Operations

Re: Central York Fire Service HQ Station 4-5

Dear Al,

We have reviewed the Project Schedule and the letter regarding Schedule Impacts prepared by Remo General Contracting. Our comments regarding each are listed below for your review and information.

Project Schedule:

- The schedule appears to be well organized and contain sufficient detail related to Project tasks.
- The schedule does indicate the Project baseline and critical path. We expect that this information will be retained on subsequent schedule updates.
- Lines 1 through 37 show the overall schedule for the project. Subsequent lines break down the sequence of tasks in a more detailed fashion.
- Lines 38 through 68 capture the scope of work associated with the poor soils conditions (ITS = Impact to Schedule). The incorporation of the time associated with these lines has caused the baseline shift that appears in the Gantt Chart. By our estimation, the shift represents a day for day adjustment caused by the helical pier work currently underway. These items are highlighted in yellow. We note that Line 16 is a provisional item only that has been added to capture winter heat for a second season which will likely occur.
- Line 1 indicates that the originally scheduled duration of the work was between the dates of 12/17/19 and 12/20/21 with mobilization on site commencing on 5/7/20. As a result of the Helical Pier work described on lines 38 through 68, the revised schedule duration of the work is now between the dates of 12/17/19 and 5/22/22 with the date of mobilization remaining at 5/7/20. This results in an additional 108 days added to the duration of the work.
- We note that the duration of 108 additional days includes days associated with the originally scheduled Substantial Performance date of 10/4/21 which was in fact earlier than the Contractual obligation of 10/31/21. In theory, this reduces the number of additional days to 89.

Letter regarding Schedule Impacts

- The letter provides a narrative of events from April 30 to October 14, 2020. Our review indicates that the points listed provides a reasonable description of the issue.
- The rationale for The Requirement for Additional Time also appears to be reasonable although it is anticipated that all parties will continue efforts to deliver the project in the shortest possible timeframe.
- It should be noted that the letter, notes a date of Substantial Performance occurring in the Winter of 2022. This should understood as Q1 of 2022, not Q4 of 2022.

**Discussion**

As the team is aware, we have encountered a site condition that has impacted the progress of the work. The attached Revised Construction Schedule and associated letter of Schedule of Impact describe the impact of this work on the original timeframe to deliver the Project. The scheduled date of Substantial Performance has been changed to Q1 of 2022 with Total Performance in Q2 of 2022. The revised Construction Schedule has effectively inserted the Helical Pier scope as a 'finish-to-start' task with subsequent tasks pushed forward accordingly. This does not account for mitigation strategies (i.e the potential to 'stack' trades) in order to minimize duration where it is reasonable. To date, we acknowledge that the Contractor's approach to the issue has been proactive and have no reason to expect that this will change over the duration of the Project. As Consultants for the project we will continue efforts to minimize the impact of the issue and maintain our commitment to deliver the project in the shortest timeframe possible.

If you have any questions or require further clarification, please do not hesitate to call.

Yours truly,



Chris Kubbinga  
M.Arch, OAA

**Thomas Brown Architects Inc.**



# CENTRAL YORK FIRE SERVICES

November 3, 2020

## **FIRE SERVICES REPORT JCC-2020-09**

To: Joint Council Committee

Origin: Central York Fire Services - Deputy Chief Rocco Volpe

Subject: By-Law Authorizing Participation in the Province of Ontario Mutual Aid Plan

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## **RECOMMENDATIONS**

1. THAT Fire Services Report JCC-2020-09 be received for information.
2. AND THAT Council enact a By-Law to authorize the participation of Central York Fire Services in the Province of Ontario Mutual Aid Plan.

## **PURPOSE**

The purpose of this report is to provide information regarding the participation of Central York Fire Services in the Province of Ontario Mutual Aid Plan on a reciprocal basis.

## **BACKGROUND**

"Mutual Aid" is a provision under the *Fire Protection and Prevention Act, 1997* that allows fire departments to share resources during a major emergency when one municipality has committed all of its fire protection resources and/or cannot control the situation with its own available resources.

Mutual Aid is provided on a reciprocal basis between municipalities, and no fees are charged to the fire department needing assistance. Mutual Aid is provided on a request basis only through the Regional Fire Coordinator appointed by the Office of the Fire Marshal and Emergency Management, and is not automatic.

Generally, the requirements for participation in a regional Mutual Aid plan stipulate that each municipality must own or operate a fire department that is adequate to meet its day-to-day fire protection obligations. Fire departments must be established by by-law or agreement, and must have by-laws or similar authorization permitting the fire departments to leave their jurisdiction to participate in the Mutual Aid plan.

Responding fire departments must meet the requirements of the Occupational Health and Safety Act and maintain a first priority to emergencies in their own municipality or jurisdiction, and a second priority to mutual aid calls. A Fire Chief may deny a request to provide assistance under a Mutual Aid plan if the requested resources are required in the home municipality.

Central York Fire Services has participated in the Mutual Aid Plan for many years. The Office of the Fire Marshal and Emergency Management initiated a revision to the Province of Ontario Mutual Aid Plan in 2018. As a result, a revised and updated York Region Mutual Aid Plan was released by the York Region Fire Coordinator to the local area municipalities.

As such, staff is seeking authorization from Council for Central York Fire Services to participate in the Mutual Aid Plan so that it may continue to leave the limits of the municipality, at the discretion of the Fire Chief or designate, to respond to requests for assistance from other municipal fire departments authorized to participate in the Mutual Aid Plan or another Regional or Municipal Mutual Aid System on a reciprocal basis.

## **FINANCIAL IMPACT**

Mutual Aid is a reciprocal arrangement with no fees involved for providing or receiving assistance.

## **CONCLUSION**

Staff recommends that JCC approve the following By-Law 2020-XX be enacted.

## **CONSULTATION**

The Senior Fire Management Team consulted with the Town of Newmarket Legal Department.

## **IMPACT ON THE MASTER FIRE PLAN**

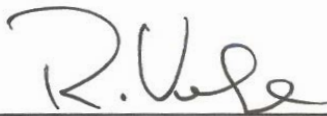
This report has no impact on the Master Fire Plan.

## CONTACT

For more information regarding this report contact Deputy Chief Rocco Volpe at [rvolpe@cyfs.ca](mailto:rvolpe@cyfs.ca)

## ATTACHMENTS

1. Province of Ontario Mutual Aid Plan, 2018 - 2022.
2. Draft By-Law (2020-XX) to authorize the participation of Central York Fire Services in the York Region Mutual Aid Plan which is part of the Province of Ontario Mutual Aid Plan.

A handwritten signature in black ink, appearing to read 'R. Volpe', is written over a horizontal line.

Rocco Volpe, Deputy Chief  
Central York Fire Services





# Province of Ontario Mutual Aid Plan

2018 - 2022

## TABLE OF CONTENTS

<b>FOREWORD.....</b>	<b>3</b>
<b>THE PRINCIPLES OF OPERATION OF MAPs IN ONTARIO.....</b>	<b>4</b>
<b>AUTHORITY .....</b>	<b>4</b>
<b>DEFINITIONS .....</b>	<b>5</b>
<b>MUTUAL AID PLAN COMPONENTS .....</b>	<b>8</b>
<b>MINIMUM CONDITIONS FOR PARTICIPATION IN MAPs.....</b>	<b>9</b>
<i>1.0 Mutual Aid.....</i>	<i>9</i>
<b>ACTIVATION OF MAP .....</b>	<b>12</b>
<i>2.0 Requesting Fire Department.....</i>	<i>12</i>
<i>3.0 First Help Call.....</i>	<i>12</i>
<i>4.0 Fire Co-ordinator .....</i>	<i>13</i>
<i>5.0 Termination of the Incident.....</i>	<i>13</i>
<b>6.0 CRITERIA FOR APPOINTMENT AS FIRE CO-ORDINATOR OR ALTERNATE.....</b>	<b>13</b>
<i>7.0 APPOINTMENT PROCESS FOR FIRE CO-ORDINATORS AND ALTERNATES.....</i>	<i>14</i>
<b>ROLES AND RESPONSIBILITIES .....</b>	<b>14</b>
<i>8.0 Office of the Fire Marshal .....</i>	<i>14</i>
<i>9.0 Participants.....</i>	<i>15</i>
<i>10.0 Non-Municipal Participants .....</i>	<i>16</i>
<i>11.0 Fire Co-ordinator .....</i>	<i>16</i>
<i>12.0 Zone Fire Co-ordinators .....</i>	<i>18</i>
<b>RISK EXPOSURE OF NON-MUNICIPAL PARTICIPANTS .....</b>	<b>19</b>



## FOREWORD

Mutual Aid is most frequently described as the reciprocal of providing assistance between groups of people or organizations. The concept of neighbours helping neighbours or others in need is not a new concept and has been practiced for centuries. In Ontario, fire departments have participated in organized assistance through a formalized Mutual Aid Plan since the 1950's.

The Province of Ontario Mutual Aid Plan herein after referred to as "MAP", has many times demonstrated its value to communities. Large fires, hazardous material incidents, as well as wind and ice storms, are some examples of where emergency events have had the effect of overwhelming resources of *fire departments*, and where mutual aid was called upon to assist in mitigating the incident.

The fire services in Ontario are leaders in the provision of mutual aid. The MAP has a historical impact and is enshrined in the daily activities and approach of firefighters. As well, many other provincial emergency plans have components which are tied to the MAP.

Ontario is the most populous province in Canada, with diverse demographics and various physical geographies. While instructed by the Office of the Fire Marshal, Fire Co-ordinators from across the province have assisted, and continue to assist, in the development and revision of the MAP. These individuals represent fire service responders ranging from single-to multi-station fire departments. Large or small, all fire departments in Ontario have a significant role in the operational processes of the MAP. The success of the MAP relies directly on their collaborative contributions and involvement.

The 2018 version of the MAP has seen a significant revision. The result is a dynamic program that will serve the residents of Ontario for years.

Note: Mutual Aid Associations which do not relate to the duties of *fire departments* may be in place in counties, districts and regions. It is to be clearly understood that they do not have any connection relating to the operation of municipal fire departments that are participants in the MAP.

## THE PRINCIPLES OF OPERATION OF MAPs IN ONTARIO

To promote, and ensure adequate and coordinated efforts to minimize loss of human life and property, as well as damage to the environment through the efficient utilization of fire department and provincial resources in the event of a *mutual aid activation* during times of natural or human-made emergencies.

To provide the organizational framework necessary to effectively manage *mutual aid* resources within an incident management system.

To provide authority and general direction to *fire co-ordinators* for the coordination of a *MAP* and associated *fire protection services* activated within the local county, district or region, as well as with neighbouring counties, districts or regions, inter-provincially and/or internationally, as requested by the Fire Marshal or designate.

To provide advice and direction for the activation of *mutual aid* assistance.

To ensure all *participants* and *non-municipal participants* adhere to their prescribed roles and responsibilities with respect to *mutual aid*.

To provide roles and responsibilities for *fire co-ordinators* appointed by the Fire Marshal or designate, as well as OFM staff.

To provide other emergency management agencies with an understanding of the *fire co-ordinator's* role within the MAP.

## AUTHORITY

*Fire department* personnel appointed by the Fire Marshal as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal (*Fire Protection and Prevention Act 1997, Section 7*).

### ***Fire co-ordinators***

7. (1) *The Fire Marshal may appoint fire co-ordinators for such areas as may be designated in the appointment. 1997, c. 4, s. 7 (1).*

### ***Duties***

(2) *A fire co-ordinator shall, subject to the instructions of the Fire Marshal,*  
 (a) *establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency; and*  
 (b) *perform such other duties as may be assigned by the Fire Marshal. 1997, c. 4, s. 7 (2); 2002, c. 18, Sched. N, s. 1*

## DEFINITIONS

In this document,

**Acceptable\*** - means acceptable to the *fire co-ordinator* and participating *fire chiefs* in consultation with the Office of the Fire Marshal.

**Alternate Fire Co-ordinator\*** - means the person appointed by the Fire Marshal, or designate, under the authority of the *Fire Protection and Prevention Act, 1997* to act in the absence of the *fire co-ordinator* and may also co-ordinate a geographic portion of a county, region, or district under the direction of the fire co-ordinator.

**Automatic Aid agreements<sup>1</sup>** - For the purposes of the Fire Protection and Prevention Act, 1997 an automatic aid agreement means any agreement under which

(a) a *municipality* agrees to ensure the provision of an initial response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* in the *municipality* is capable of responding more quickly than any *fire department* situated in the other *municipality*; or

(b) a *municipality* agrees to ensure the provision of a supplemental response to fires, rescues and emergencies that may occur in a part of another *municipality* where a *fire department* situated in the *municipality* is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of the other *municipality*. 1997, c. 4, s. 1 (4).

A mutual aid plan established under section 7 does not constitute an automatic aid agreement for the purposes of subsection (4). 1997, c. 4, s. 1 (5).

**Backfill\*** – means when a participant in the MAP is deployed into a station to assist by providing coverage while the receiving participant’s resources are committed to an emergency. The participants that are providing the backfill may be required to assist at that emergency or respond to other alarms.

**Council\***- means the *council* of a *municipality* participating in the *MAP*.

**Fire Chief<sup>2</sup>**– means a *fire chief* appointed under subsection 6 (1), (2) or (4) of the *Fire Protection and Prevention Act, 1997*; (“chef des pompiers”)

**Fire Co-ordinator\*** - means the person appointed by the Fire Marshal, or designate under the authority of the *Fire Protection and Prevention Act, 1997* to establish and maintain the *mutual aid plan*, and perform other duties as may be assigned by the Fire Marshal or designate.

---

\*Mutual Aid Re-Write Committee

1 Fire Protection and Prevention Act, 1997, c. 4, s. 1 (4), (5).

2 Fire Protection and Prevention Act, 1997

**Fire Department<sup>3</sup>** - means a group of firefighters authorized to provide *fire protection services* by a *municipality*, group of municipalities or by an agreement made under Section 3 of the *Fire Protection and Prevention Act, 1997*.

**Note:** includes *non-municipal participants*.

**Fire Protection Services<sup>4</sup>** - includes,

- (a) fire suppression, fire prevention and fire safety education,
- (b) mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and safety education related to the presence of those levels,
- (c) rescue and emergency services,
- (d) communication in respect of anything described in clauses (a) to (c),
- (e) training of persons involved in providing anything described in clauses (a) to (d), and
- (f) the delivery of any service described in clauses (a) to (e);

**First Nation Community<sup>5</sup>** - means a community that is part of, or that is a reserve, as that term is defined in the Indian Act (Canada).

**Help Call\*** - means the *participant or non-municipal participant* that is called to assist another *participant or non-municipal participant* in the event of a MAP activation.

**Home Fire Chief\*** - means the *fire chief* of the *municipality*, non-municipal community or area experiencing a *major emergency*.

**Home Fire Department\*** - means the *fire department* of the *municipality*, non-municipal community or area experiencing a *major emergency*.

**Incident Command System (ICS)<sup>6</sup>** – means the first and primary organizational component of the IMS, which is responsible for managing all responses to an incident and to which all other functions report, and which may consist of a single person or a team.

**Incident Management System (IMS)<sup>7</sup>** – means a standardized approach to emergency management, encompassing personnel, facilities, equipment, procedures, and communications operating within a common organizational structure. The IMS is predicated on the understanding that in any and every incident there are certain management functions that must be carried out, regardless of the number of persons who are available or involved in the emergency response.

**Major Emergency\*** – means a situation that, in the opinion of the fire chief, constitutes a danger of major proportions to life, property and/or the environment.

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<sup>3</sup> Fire Protection and Prevention Act, 1997

\*Mutual Aid Re-Write Committee

<sup>4</sup> Fire Protection and Prevention Act, 1997

<sup>5</sup> OFMEM Legal Department

<sup>6</sup> IMS-100 Introduction to the Incident Management System (IMS) for Ontario, December 2008

<sup>7</sup> Emergency Management Ontario: Glossary of Terms

***Municipality*<sup>8</sup>** – means a single-tier or lower-tier municipality.

***Mutual Aid* \*** – means a program:

- to provide / receive assistance in the case of a *major emergency* in a *municipality*, non-municipal community or area; and
- to provide a mechanism that can be used to activate reciprocal responses to incidents that exceed the capability of the *participant* or *non- municipal participant*

***Mutual Aid Advisory Committee* \*** – means a committee that is made up of Fire Co-ordinators from across Ontario and OFM staff.

***Non-Municipal Participant* \*** – means a fire brigade or fire service that is not within an organized *municipality*, such as an industrial fire brigade or a fire service within a federal jurisdiction, or outside the province of Ontario or in a territory without municipal organization, other than the Northern Fire Protection Program, that is accepted into the plan by the participating fire chiefs and by the Fire Marshal.

***Participant* \*** - means an organization, or a *municipality*, approved by the Fire Marshal, or designate which operates or manages a *fire department* that meets and maintains the requirements for participation in the *MAP*.

***PEOC*** – means the Provincial Emergency Operations Centre.

***Operations Manager* \*** – means the person appointed by the Fire Marshal to manage OFM resources within the Field and Advisory Services Section under the direction of the Fire Marshal.

***Running Assignment* \***- means the agreed-upon arrangements to be used as a guideline by the *Fire Co-ordinator* when sending resources to assist other participants or *non-municipal participants* who are requesting help.

***Significant Event* \*** – means a *mutual aid* activation where the *home fire department* requests the assistance of two or more *fire departments*, for an emergency identified as an event of provincial interest.

***Stand-by* \*** – means when a *participant* or *non-municipal participant* is put on notice that they will be the first response to incoming emergency calls for help within another participant's jurisdiction while their resources are committed to an emergency. The department on standby provides coverage without physically moving resources until requested.

***Territory without municipal organization* \*** - means a geographic area without *municipal* organization.

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<sup>8</sup> Municipal Act, 2017

\*Mutual Aid Re-Write Committee

## MUTUAL AID PLAN COMPONENTS

MAP's shall adopt all mandatory appendices and any applicable optional appendices, based on their local needs and circumstances. The appendices are intended to provide a local county, district or region with the ability to attach additional information to the MAP base document that they feel will assist local *participants* and *non-municipal participants* in the application and use of the MAP.

The following appendices are mandatory components of the MAP and should be reviewed on an annual basis by December 31 of every year:

**Appendix A-** Running Card Assignment

**Appendix B & C** – Emergency contact information and Mutual Aid

**Appendix B & C** – For Non-Municipal Participants

**Appendix D-** Additional Local minimum requirements

**Appendix E-** Interoperability Border Crossing Coupling Locations and Quantities

**Appendix F-** Minimum Conditions for Participation in Programs *2.0 Automatic Aid*

**Appendix G-** Minimum Conditions for Participation in Programs *3.0 County, District or Region Hazardous Materials Response Support*

**Appendix H-** Minimum Conditions for Participation in Programs *4.0 County, District or Region Extrication Response Support*

**Appendix I** - Minimum Conditions for Participation in Programs *5.0 County, District or Region Specialized Rescue Support*

**Appendix J-** Sample By-Law Authorizing Participation in the Mutual Aid Plan

**Appendix K-** links to Firefighter Guidance Notes, Occupational Health and Safety Act (OHSA) and Section 21 Guidance Notes, OHSA, OAFC website

**Appendix L-**Process for Addressing Known Contraventions of the Minimum Conditions for Participation in the Mutual Aid Plan

**Appendix M-** Access to Provincial Resources for CBRNE Response and HUSAR- *Communiqué 2016-05*

**Appendix N-** Office of the Fire Marshal Resources for Major Incidents- *Communiqué 2005-29*

**Appendix O-** Significant Event Report Form

**Appendix P-** Request for Replacement

**Appendix Q-** Request for Temporary Appointment

**Appendix R-** Expense Account Guidelines

**Appendix S-** Form for Proposal to Change Provincial Mutual Aid Plan

**Appendix T-** Plan Acceptance Form

**Appendix U-** List of Agreements

**Appendix V-** Non-Municipal Participant Agreement

## **MINIMUM CONDITIONS FOR PARTICIPATION IN MAPs**

### ***1.0 Mutual Aid***

- 1.1 A request for assistance by a *participant* in the MAP takes priority over any other non-emergency response *fire protection services* agreements entered into by another *participant*, except as noted in 1.2.
- 1.2 Despite 1.1, the *fire chief*, or designate, may refuse to supply a requested response to an occurrence if such response personnel, apparatus or equipment are required to provide emergency responses in the local *municipality*. Similarly, the fire chief, or designate, may order the return of such apparatus, equipment or personnel that is responding to, or is operational at, the scene of a MAP activation if it is required to provide emergency responses in the local *municipality*. In such cases the *fire chief* must notify the *fire co-ordinator* or designate of his/her actions.
- 1.3 A by-law must be passed by *council* authorizing its *fire department's* participation in the MAP. A by-law/alternative authorization is required after a significant revision or change to the MAP or as requested by the OFM (See appendix J for a sample by-law authorizing participation in the *mutual aid plan*).
  - Note- Despite bullet 1.3 NFPP fire departments must be authorized by the Fire Marshal or designate to participate in the MAP.
- 1.4 A *participant* and *non-municipal participant* must have sufficient resources to handle the needs and circumstances of their own jurisdiction. Reference Appendix B and C, Non-Municipal Participants.

- 1.5 The providing and receiving *fire chiefs* and the *fire co-ordinator* must agree to the help call, backfill, and standby assignments.
- 1.6 The *fire co-ordinator* and the participating *fire departments* must agree to the resources that will form part of the MAP.

*Note: For example, this does not mean a municipality with an aerial ladder truck is obligated to make it available to a municipality that does not have one to reciprocate the service. Municipalities may enter into agreements for apparatus or other services.*

- 1.7 The *home fire department* shall maintain responsibility for the overall command of a mutual aid activation throughout the incident; except the command function by mutual agreement may be temporarily assigned to a qualified responding *participant*.
- 1.8 Participants in the MAP shall adopt and implement the provincial incident management system and implement an *incident command system* that is fully inter-operable with other participants in the MAP.
- 1.9 *Fire chiefs and non-municipal participants* shall notify the *fire co-ordinator* of all significant changes, as they occur, regarding stations, personnel, apparatus and/or equipment and/or their ability to meet the minimum conditions for participation.
- 1.10 Radio communication procedures shall be established to ensure seamless communication between participants during MAP activations.
- 1.11 All participants shall comply with all applicable laws.
- 1.12 *Fire chiefs* shall submit copies of automatic aid and fire protection agreements pertaining to emergency response that their *fire department* has entered into with the *fire co-ordinator*.
- 1.13 MAP assistance is to be provided to *participants* on a reciprocal basis (i.e. no costs involved).
- 1.14 *Participants and non-municipal participants* that provide *fire protection services* under a *fire protection services* agreement to a *municipality, territory without municipal organization, First Nations community* or other organization that do not have a *fire department* can activate *mutual aid*.

*Note: The municipality, territory without municipal organization, First Nations community or other organization that do not have a fire department and are receiving emergency response services should ensure that agreements for resources are in place to handle their own emergency response needs.*

- 1.15 The training level of *participants* should be maintained in accordance with their own core services as declared annually in the municipal profiles submitted to the OFM (see



appendix B and C and the applicable legislated standard, NFPA standard and/or equivalent as a minimum).

- 1.16 *Non-municipal participants* that do not have an establishing and regulating by-law/agreement will be required to provide to the OFM, a modified municipal profile-type document indicating an ability to meet the minimum requirements for participation in the MAP. **Reference Appendix V for non-municipal participant agreement.**

- **Note:** There should be no boundaries within the MAP when considering mutual aid assistance. As an example: help call, backfill or stand-by may be from any other county, region, or district. And a *fire co-ordinator* can request resources from any *participant* or *non-municipal participant* in the plan.

### ***Provincial CBRNE and HUSAR Resources***

The Province operates a system, which provides response support for chemical, biological, radiological, nuclear and explosion (CBRNE) and heavy urban search and rescue (HUSAR) incidents, to local communities. The system operates under the following conditions:

- Initial response to CBRNE and HUSAR emergencies are a local responsibility. More advanced support may be available locally through the *MAP* or a contracted service provider, which includes contracted support from another *municipality* through a *fire protection services agreement* or an *automatic aid agreement* and contracted support from a commercial provider.
- It is intended that CBRNE teams and the HUSAR team, strategically located in designated cities, and operating under a memorandum of understanding with the Province of Ontario, is available to support local responders.
- The expectations and capabilities of responding CBRNE Teams shall be based on the National Fire Protection Association Standard 1072: Professional Competence of Responders to Hazardous Materials Incidents. That standard provides for the following response levels:
  - Level 1: **Awareness** of what constitutes a hazardous materials incident
  - Level 2: **Operations or mission specific** has the capacity to carry out limited response activities
  - Level 3: **Technician** has the capacity to mitigate hazardous materials incidents
- The expectations and capabilities of the responding HUSAR team shall be based on the National Fire Protection Association Standard 1670: Operations and Training for Technical Rescue Incidents. That standard provides for the following response levels.
  - Level 1: **Awareness** of what constitutes a technical rescue incident
  - Level 2: **Operations** has the capacity to carry out limited response activities
  - Level 3: **Technician** has the capacity to mitigate technical rescue incidents

**Step 1:** Requesting fire department contacts the *fire co-ordinator*.

**Step 2:** Fire coordinator assesses the situation and contacts the *PEOC* as necessary.

**Step 3:** OFM staff will contact the incident commander directly, keeping the *fire co-ordinator* informed. If the incident meets the response criteria OFM staff will deploy the appropriate resources.

### **Activation of CBRNE and HUSAR resources:**

Refer to Appendix M and Appendix N for the activation of resources.

## **ACTIVATION OF MAP**

### ***2.0 Requesting Fire Department***

The incident commander, or the communications facility currently serving the incident commander, will communicate directly with the first *help call*.

- 2.1 Identify who you are.
- 2.2 Briefly describe the nature of the incident/emergency.
- 2.3 Describe what is needed (equipment, staffing, apparatus, etc.).
- 2.4 Provide the status of the *mutual aid* response (who's been called already, *automatic aid* activations that have been initiated).
- 2.5 Give the location of the incident (coordinates, address and landmarks).
- 2.6 Give information on what is the best route and approach to the site.
- 2.7 Provide details on command and its designation.
- 2.8 Advise who, and on what radio frequency or talk group, to contact for assignment and/or staging location. If common radio frequencies or talk groups are not available direct the responding *mutual aid* companies to a specific location and advise them whom to contact on arrival.

### ***3.0 First Help Call***

- 3.1 Evaluate ability to respond considering local capacity.
- 3.2 Dispatch resources to respond to the incident.
- 3.3 Contact and notify the *fire co-ordinator* of the incident, your response and any other relevant information (such as cross-border activations, nature, size, and extent of the incident). This could be done by text, phone call or e-mail with the form to follow.
- 3.4 The dispatch centre or first call *fire department* shall notify the *fire coordinator* of the incident/emergency.

## **4.0 Fire Co-ordinator**

- 4.1 Arrange for the backfill or standby for home and assisting *fire departments* as required.
- 4.2 Be notified of all *mutual aid* activations and additional assistance as required. There should be no boundaries within the Province when considering mutual aid assistance. As an example, *help call*, *backfill*, or *stand-by* may be from another County, Region, or District. A *fire co-ordinator* can request resources from any *participant* or *non-municipal participant* in the MAP.
- 4.3 Notify the Provincial Emergency Operations Centre for all *significant events* involving two or more fire departments or incidents of identified provincial interest.
- 4.4 Provide field guide to the dispatch centre, and update as needed.

## **5.0 Termination of the Incident**

- 5.1 The incident commander will determine when assisting resources are no longer required.
- 5.2 The incident commander will release resources as soon as possible.
- 5.3 Assisting *fire department(s)* will notify the *fire co-ordinator* when they are back in service in their local community.

## **6.0 CRITERIA FOR APPOINTMENT AS FIRE CO-ORDINATOR OR ALTERNATE**

- 6.1 *Fire chief*, deputy fire chief or senior officer with the necessary training and experience to co-ordinate the plan.
- 6.2 Willingness to fulfill the role of *fire co-ordinator* or *alternate(s)*.
- 6.3 Agreement of the employer that the Fire Marshal, or designate may request or require a *fire co-ordinator* or *alternate(s)* to fill the role.
- 6.4 Have technical ability to communicate with *participants* and *non-municipal participants* within the county, district or region and between other counties, districts and/or regions.
- 6.5 Understand the requirements and implementation of the MAP.
- 6.6 Advise *participants* or *non-municipal participants* in the MAP where the OFM or *fire co-ordinator* are made aware of an impending or actual vacancy of a *fire co-ordinator* or *alternate* to be given the opportunity to provide input into the new nomination of a *fire co-ordinator* or *alternate* .

## **7.0 APPOINTMENT PROCESS FOR FIRE CO-ORDINATORS AND ALTERNATES**

- 7.1 At his/her earliest convenience, the *fire co-ordinator* notifies the OFM of a pending resignation or vacating of their position. OFM staff shall complete Appendix P – Request for Co-ordinator. (Appendix Q – Request for Temporary Appointment can be used to appoint an interim *fire co-ordinator/alternate* for a defined time period).
- 7.2 OFM staff member, in conjunction with the *fire co-ordinator*, makes a recommendation to the *Operations Manager* for appointment, based on selection criteria.
- 7.3 The *Operations Manager* reviews the recommendation in consultation with the OFM staff member.
- 7.4 The OFM staff member confirms the approval and understanding of the duties and responsibilities of the fire co-ordinator role with the CAO, employer or council and obtains a letter of support for the appointment (including a jpeg photo of the individual preferably in uniform from shoulders up).
- 7.5 Fire Marshal, or designate makes the appointment.
- 7.6 Access is provided to the Office of the Fire Marshal *fire co-ordinators'* website.
- 7.7 OFM staff member delivers the appointment letter, USB with the current plan on file, identification card and wallet badge.
- 7.8 OFM staff member reviews the roles and responsibilities with the newly appointed *fire co-ordinator*.
- 7.9 OFM staff member in conjunction with the *fire coordinator*, informs local *fire departments* of the appointment (as required).

## **ROLES AND RESPONSIBILITIES**

### **8.0 Office of the Fire Marshal**

- 8.1 Develops and monitors the MAP and appendices in consultation with *fire co-ordinators*.
- 8.2 Reviews and monitors the MAP and appendices every 4 years, or as needed.
- 8.3 Reviews and monitors the MAP and notifies the *participants / non-municipal participants* that the *MAP* has been accepted (Appendix T).
- 8.4 Maintains a centralized inventory of current *MAP*.
- 8.5 Provides support through specialized resources and equipment, as available.

- 8.6 Appoints *fire co-ordinators* for such areas as may be designated in the appointment under the *Fire Protection and Prevention Act, 1997, c.4, s.7(1)*.
- 8.7 Appoints the *fire chief* of a *fire department* established for an unincorporated area that is to participate in the MAP.
- 8.8 Authorizes *fire departments* serving unincorporated areas to participate in the MAP through an agreement signed by the Office of the Fire Marshal.
- 8.9 Monitors activations and any known contraventions of the *MAP* and addresses these as required.
- 8.10 Maintains the *fire co-ordinators* website and provides regular communications and updates to the *fire co-ordinators*.
- 8.11 Organizes and conducts the *fire co-ordinators* annual meeting and learning symposium and other such meetings as may be scheduled.
- 8.12 Monitors the operations and performance of the MAP.
- 8.13 In *significant events* or as requested, provides advice and assistance to the *fire co-ordinators* or fire departments dealing with the incident.
- 8.14 Provides advice and assistance to the *fire co-ordinator* or *participants* or *non-municipal participants*.
- 8.15 Attends meetings dependant on availability as requested by the *fire co-ordinator*.
- 8.16 Provides training sessions for the *fire co-ordinators* / *alternates*.
- 8.17 Coordinates meetings of the *Mutual Aid Advisory Committee* with the Fire Marshal on a semi-annual basis or as needed.
- 8.18 May choose to co-ordinate *mutual aid* activations involving two or more county/region/district *MAP*.
- 8.19 The Office of the Fire Marshal may deliver to the *participant* or *non-municipal participant* a written notice (copying the *fire co-ordinator*) directing them to have the deficiencies corrected. Failure to maintain the established criteria to the satisfaction of the OFM shall result in removal from the program. See Appendix L for process flow chart.
- 8.20 Maintains confidentiality of the information collected and uses only for the intended purpose of administering MAP.

## 9.0 Participants

*Participants* in the MAP are responsible to ensure there is a by-law, agreement or alternative *acceptable* authorization to:

- 9.1 Establish and regulate their *fire department*.
- 9.2 Appoint the *fire chief* of the *fire department*, and,
- 9.3 Authorize participation in the MAP.

- 9.4 Meet minimum conditions for participation.
- 9.5 Attend meetings as called by the *fire co-ordinator* or Office of the Fire Marshal.
- 9.6 Notify the *fire co-ordinator* of issues which preclude meeting the minimum conditions for participation in the MAP.
- 9.7 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAPs.

## ***10.0 Non-Municipal Participants***

*Non-Municipal Participants* in the MAP are responsible for, in addition to meeting the minimum conditions for participants:

- 10.1 Provide and maintain a list of levels of services that the *fire department* will provide.
- 10.2 Obtain authorization to participate in the MAP from the participating *fire chiefs* and the Office of the Fire Marshal.
- 10.3 Authority having jurisdiction to authorize participation in the MAP.
- 10.4 Submitting any information (i.e. asset lists, contact information) that is required in the administration of the MAP or as deemed necessary by the *fire co-ordinator*.
- 10.5 Ensuring that all minimum requirements for participation in the MAP are met or that there are *acceptable* equivalencies in place.

## ***11.0 Fire Co-ordinator***

*Fire department* personnel appointed by the Fire Marshal, or designate as *fire co-ordinators* shall fulfill the duties and responsibilities as instructed by the Fire Marshal, or designate (*Fire Protection and Prevention Act, 1997, Section 7*).

Roles and responsibilities of the *fire co-ordinator* and, in the absence of the *fire co-ordinator*, the *alternate co-ordinator*, for the purposes of this MAP include:

- 11.1 In co-operation with the *participants* and *non-municipal participants*, develop, review and maintain an up-to-date MAP, under the instructions of the Fire Marshal or designate.
- 11.2 Submit the MAP to the Office of the Fire Marshal for approval.
- 11.3 Review the MAP annually or more often if required, with the *participants*, *non-municipal participants* and OFM staff and update the MAP *by April 1 of every year*.

- 11.4 Coordinate/monitor activations of the MAP.
- 11.5 Consider requests and recommend to the Provincial Emergency Operations Centre the deployment of provincial and regional assets and/or resources as per the notification process for requesting provincial resources.
- 11.6 Provide advice and assistance to the Fire Marshal, or designate upon request.
- 11.7 Provide assistance and guidance to *participants* and *non-municipal participants* during *mutual aid* activations.
- 11.8 In the case of *significant events*, the *fire co-ordinator* will notify the PEOC at their first opportunity in order to provide a verbal synopsis of the event and determine whether the Office of the Fire Marshal involvement is required. The *fire co-ordinator* will also be required to forward an email to [ofmem.map@ontario.ca](mailto:ofmem.map@ontario.ca) within 2 business days providing a written synopsis of the *significant event*.
- 11.9 Attend the *fire co-ordinators* annual meeting and learning symposium, and other meetings as may be required from time to time by the Office of the Fire Marshal.
- 11.10 Submit expense reports to the Office of the Fire Marshal *Operations Manager responsible for the MAP* for approval twice yearly, and more frequently if required, and before March 1st of each year (see appendix R for expense account guidelines).
- 11.11 Provide advice and assistance to promote the effective and efficient implementation of the MAP.
- 11.12 Maintain confidentiality of the information collected and use only for the intended purpose of administering the MAP.
- 11.13 Other duties as may be assigned by the Fire Marshal, or designate in relation to the support of *mutual aid* activations.
- 11.14 The *fire co-ordinator* shall notify the OFM when a *participant* or *non-municipal participant* fails to maintain the established criteria for participation in the MAP.

**Roles and responsibilities of the *fire co-ordinator* for the purposes of the *mutual aid plan* do not include:**

- In a territory without municipal organization where there are no agreements made pursuant to the *Fire Protection and Prevention Act, 1997* to provide *fire protection services*, there is ordinarily no role for the *fire co-ordinator* to play. The role of the *fire co-ordinator* is to coordinate MAP and to perform related duties. The MAP are plans developed between *fire departments/non-municipal participants*. *Fire departments* exist only in municipalities, or pursuant to an agreement in a *territory without municipal organization*.

## ***12.0 Zone Fire Co-ordinators***

*Zone fire co-ordinators* are appointed to act on behalf of the *fire co-ordinator* in a defined geographic area of the MAP. Responsibilities include:

- 12.1 Co-ordinate/monitor zone *mutual aid* activations.
- 12.2 Ensure district plan revisions received from *fire co-ordinator* are copied and distributed to zone *fire chiefs* for updating their *fire department* plan.
- 12.3 Co-ordinate regular zone meetings each year.
- 12.4 Attend county/district/region MAP meetings to provide zone activation updates and share zone initiatives being implemented.
- 12.5 Provide advice and assistance to promote the effective and efficient implementation of the MAP.
- 12.6 Attend the annual *fire co-ordinators'* conferences, zone meetings and such other meetings as may be convened from time to time by the Office of the Fire Marshal.
- 12.7 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAPs.

## ***13.0 Participating Fire Departments***

- 13.1 Ensure members of the *fire department* are aware of the intent and operational components of the MAP.
- 13.2 Notify the *fire co-ordinator* of all significant changes as they occur, regarding levels of service or modification to their establishing and regulating by-law and *agreements*.
- 13.3 Report *mutual aid* activations to the *fire co-ordinator* at the first opportunity.
- 13.4 Complete and submit all required documentation as prescribed by the MAP.



- 13.5 Attend or ensure there is representation at every meeting(s) as called by the *fire co-ordinator* / Office of the Fire Marshal.
- 13.6 Advise the *fire co-ordinator* of any municipal re-alignments / amalgamations or any change that will affect the MAP.
- 13.7 Provide a copy of the MAP to their municipal council and clerk.
- 13.8 Participate in the submission or updating of the MAP, to be completed by April 1<sup>st</sup> of every year.
- 13.9 Maintain confidentiality of the information collected and use only for the intended purpose of administering MAPs.

## **PROTECTION FROM PERSONAL LIABILITY AND INDEMNIFICATION**

*Fire co-ordinators* are protected from personal liability and indemnification pursuant to sections 74. (1), (2) and 75. (1) of the *Fire Protection and Prevention Act, 1997*.

## **RISK EXPOSURE OF NON-MUNICIPAL PARTICIPANTS**

*Non-Municipal Participants* are encouraged to review all of the conditions for participation, their authorization (internal Policy/ Band Council/ Federal law/ State Law, etc.), insurance coverage and seek legal counsel on the level of risk exposure related to participation in this plan. While the authorization to participate is obtained from the Participants and the Office of the Fire Marshal, the choice to participate lies with the individual organization.

## CONTACTING THE OFFICE OF THE FIRE MARSHAL AND EMERGENCY MANAGEMENT

The *Operations Manager* assigned to the MAP is the point of contact for *fire co-ordinators* to forward:

- current copies of MAPs
- updates to MAP resources and contact lists, and
- original copies of expense claims – faxed copies not *acceptable* for approved government procedures

<p>Original copies of the above are to be mailed to: Office of the Fire Marshal</p>
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<p>2284 Nursery Road Midhurst, ON L9X 1N8</p>
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In those instances when a *fire co-ordinator* or *alternate fire co-ordinator* has a question about the expected roles and responsibilities he/she may contact the Advice and Assistance phone line **1-844-638-9560** or the appropriate *Operations Manager* of the Office of the Fire Marshal.

During non-business hours contact may be arranged through the Provincial Emergency Operations Centre by calling **1-866-314-0472** and asking to be put in contact with the on-call manager for Field and Advisory Services who will address the concern directly and/or place you in contact with the appropriate *Operations Manager*.

Any issues that are encountered while trying to access provincial resources should be brought to the attention of the *Operations Manager*.

Proposals to change provincial MAP can be forwarded to the OFMEM using Appendix S.

## THE CORPORATION OF THE TOWN OF NEWMARKET

## BY-LAW NO. 2020-XX

A BY-LAW AUTHORIZING PARTICIPATION IN THE  
REGION OF YORK MUTUAL AID PROGRAM

WHEREAS Section 7 of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, as amended, provides that a fire coordinator shall, subject to the instructions of the Fire Marshal, establish and maintain a mutual aid plan under which the fire departments that serve the designated area agree to assist each other in the event of an emergency;

AND WHEREAS the Region of York Fire Coordinator has established the Region of York Mutual Aid Plan to provide and receive assistance on a reciprocal basis to major emergencies within the Towns of Newmarket, Aurora and other municipalities, and to incidents that exceed the capability of a local fire department;

AND WHEREAS the Council of the Town of Newmarket deems it necessary, desirable and expedient to participate in the Region of York Mutual Aid Plan;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWN OF NEWMARKET HEREBY ENACTS AS FOLLOWS:

1. Central York Fire Services, being a fire department for the Town of Newmarket and Aurora, shall be authorized to participate in the York Region Mutual Aid Plan and to leave the limits of the municipality or fire area, at the discretion of the Fire Chief or designate and under the direction of the York Region Fire Coordinator, to respond to calls for assistance from other fire departments authorized to participate in the York Region Mutual Aid Plan or any other County, District or Regional Mutual Aid Plan on a reciprocal basis.
2. This By-Law shall come into force and take effect on the day on which it is passed.

ENACTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2020.

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MAYOR: John Taylor

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CLERK: Lisa Lyons