

Central York Fire Services Agenda Joint Council Committee

Date: Tuesday, September 1, 2020

Time: 9:30 AM

Location: Electronic VIA ZOOM

See How to Login Guide

Pages

1. Notice

At this time, the Municipal Offices remain closed to the public. This meeting will be available via ZOOM Meeting at newmarket.ca/meetings.

- 2. Additions & Corrections to the Agenda
- 3. Conflict of Interest Declarations

4. Presentations

4.1 2019 Central York Fire Services Annual Report

Note: Fire Chief Ian Laing will be present to provide a presentation on this matter. This item is related to Item 7.3.

- 5. Deputations
- 6. Approval of Minutes
 - 6.1 Central York Fire Services Joint Council Committee Meeting
 Minutes of March 3, 2020
- 7. Items
 - 7.1 Introduction of New Deputy Chief Jeremy Inglis
 - 7.2 Mid-term Appointment of Chair and Vice-Chair
 - 7.3 2019 Central York Fire Services Annual Report
 - 7.4 Letter from Town of Aurora (Budget Reduction)

24

6

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7.5	Fire Ch York R	nief response on the amalgamation of Fire Departments in egion	36
	conside	Staff Report 2020-32: Regional Fire Services Study was ered by Town of Newmarket Council on May 19, 2020 and en attached for information purposes.	
	1.	That the Regional Fire Services Study be received for information purposes.	
7.6	Fire Se	ervices Headquarters Station 4-5	42
	1.	That Report No. OPS19-014 be received for information.	
7.7	Cost R	ecovery Program (Expansion)	50
	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; 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.	
7.8	CYFS	Final Budget – Fourth Quarter 2019	58
	1.	That the report entitled CYFS Final Budget Report – Fourth Quarter dated September 1, 2020 be received for information purposes.	
7.9	CYFS	Budget Report – Second Quarter 2020	66
	1.	That the report entitled CYFS Preliminary Budget Report – Second Quarter dated September 1, 2020 be received for information purposes.	
7.10	CYFS	Draft 2021 Operating and Capital Budgets	74
	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.
- 8. New Business
- 9. Closed Session (if required)
- 10. Adjournment



Central York Fire Services Minutes

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

Members Present: Mayor Mrakas, Town of Aurora

Councillor Gallo, Town of Aurora

Deputy Mayor & Regional Councillor Vegh, Town of Newmarket

Councillor Broome, Town of Newmarket Councillor Gilliland, Town of Aurora Councillor Bisanz, Town of Newmarket

Staff Present: J. Sha

J. Sharma, Chief Administrative Officer, Town of Newmarket

D. Nadorozny, Chief Administrative Officer, Town of Aurora

I. Laing, Fire Chief, Central York Fire Services

J. Gaertner, Acting Director of Finance – Treasurer, Town of

Aurora

R. Comeau, Deputy Chief, Central York Fire Services

R. Volpe, 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

A. Walkom, Legislative Coordinator, Town of Newmarket

The meeting was called to order at 9:33 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 January 7, 2020

Moved by: Councillor Broome

Seconded by: Councillor Gallo

1. That the Central York Fire Services – Joint Council Committee Meeting Minutes of January 7, 2020 be approved.

Carried

6. Items

6.1 CYFS Preliminary Budget Report – Fourth Quarter

D. Schellenberg provided an overview of the Fourth Quarter Preliminary Budget Report and advised of some minor corrections to numbers in the report.

Joint Council Committee members discussed the preliminary budget report, including Wellness and consulting expenses, water and hydro expenses, and asset replacement fund contributions.

Moved by: Councillor Bisanz

Seconded by: Councillor Gilliland

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

Carried

7. New Business

- (1) Chief Laing advised that Deputy Chief Comeau will be retiring on March 31, 2020 and that a retirement party would be held March 31, 2020 at Station 4-1. Mayor Mrakas thanked Deputy Chief Comeau for his service to Central York on behalf of the Joint Council Committee and wished him well in his retirement.
- (2) Chief Laing advised that Central York Fire Services had been participating in conference calls with York Region regarding the COVID-19 outbreak. He advised that there is a shortage of protective face masks due to the outbreak and that CYFS would need to find an alternate supplier.
- (3) D. Nadorozny provided an update on Station 4-5 and advised that meetings between the architect, contractor and Chief Administrative Officers of Newmarket and Aurora had been underway.
- (4) Mayor Mrakas provided an update on the motion regarding the investigation of consolidation of Central York Fire Services with Stouffville Fire Services for which he provided notice at the January 7, 2020 meeting. He advised he would not present the motion to the Joint Council Committee at this time, due to a motion at York Regional Council regarding the creation of a regional fire service.
- (5) Deputy Chief Volpe provided an update on the Motor Vehicle Collision Cost Recovery Program and advised that invoices would start to be issued in early March 2020.

8. Closed Session

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

9. Adjournment

Moved by: Councillor Gallo

Seconded by: Councillor Bisanz

1. That the meeting be adjourned at 10:33 AM.

Carried

Mayor Mrakas,	Chair
	Date

2019 Annual Report



CENTRAL YORK FIRE SERVICES

FIRE CHIEF'S MESSAGE



All Central York Fire Services staff strive to provide the residents of Aurora and Newmarket with an invaluable level of Fire Prevention and Protection in a timely manner using a consistent approach.

Together we can reduce fires and help to keep residents and any visitors to the communities safe. Stay Strong!

VISION

Committed to excellence by being:

Well TrainedWell EquippedWell Prepared

MISSION

To serve with professionalism, honour and integrity

VALUES

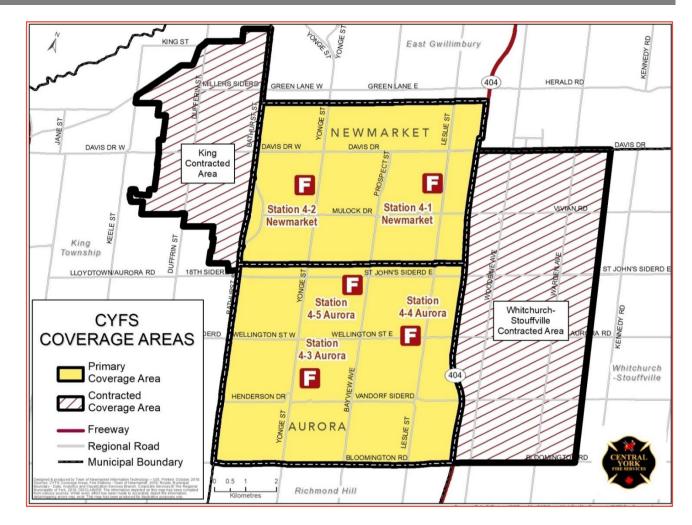
Trust & Teamwork
Respect & Integrity
Pride & Professionalism

2019 Central York Fire Services Annual Report

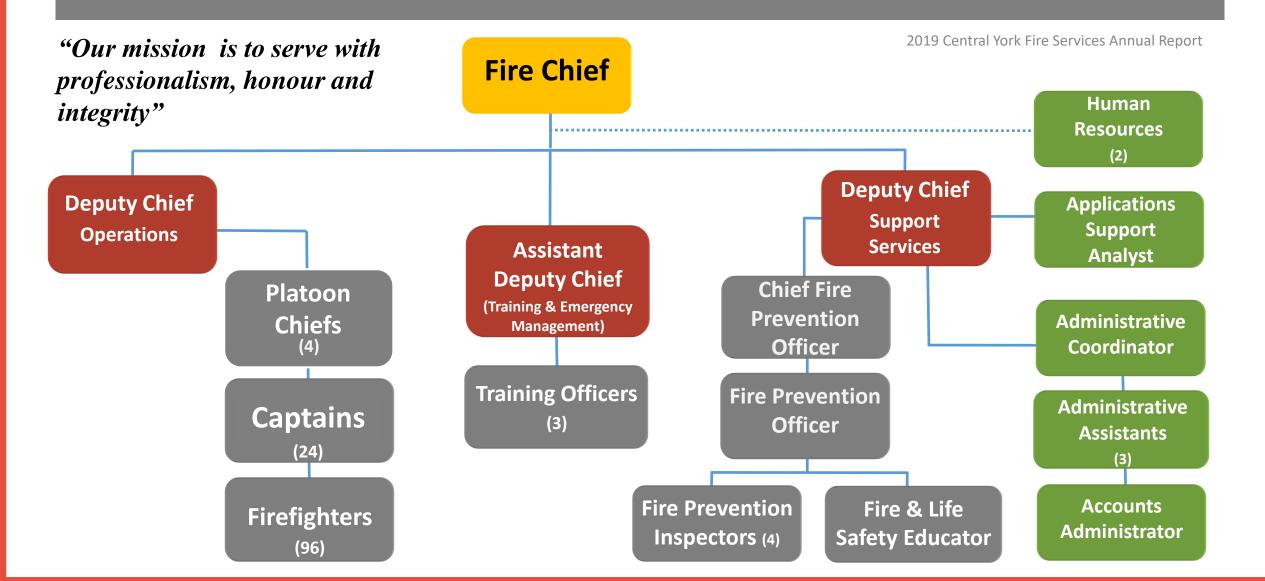
PROUDLY PROTECTING







ORGANIZATIONAL CHART



2019 KEY FINDINGS



9860 home visits
Stay Fire Smart Campaign



52% are medical related



4940 Emergency Responses



21% are fire related

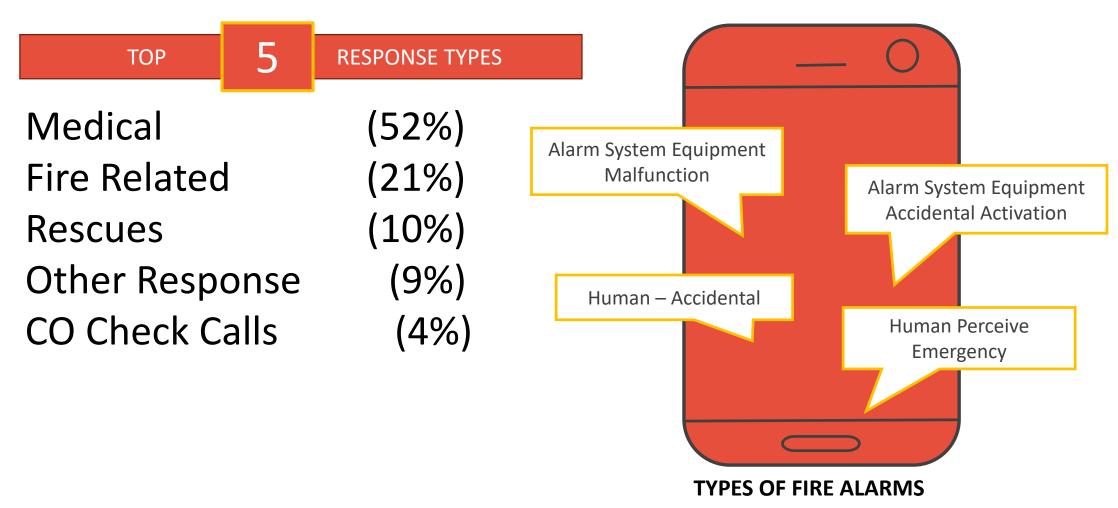


Average "emergency" response time 5:05



Total staff compliment 156

EMERGENCY RESPONSE



2019 Central York Fire Services Annual Report

FIRE TRENDS

Fire Responses in 2019 accounted for a combined total of 21% of total responses.

FIRE RESPONSES	2019	2018	2017		
Fire alarms	709	710	623		
Pre-Fire	120	114	97		
Burning	93	88	90		
Fires	77	102	73		
Total	999	1014	883		

57% OF RESPONSES ARE TO RESIDENTIAL DWELLINGS PROVINCIAL AVERAGE IS 73%

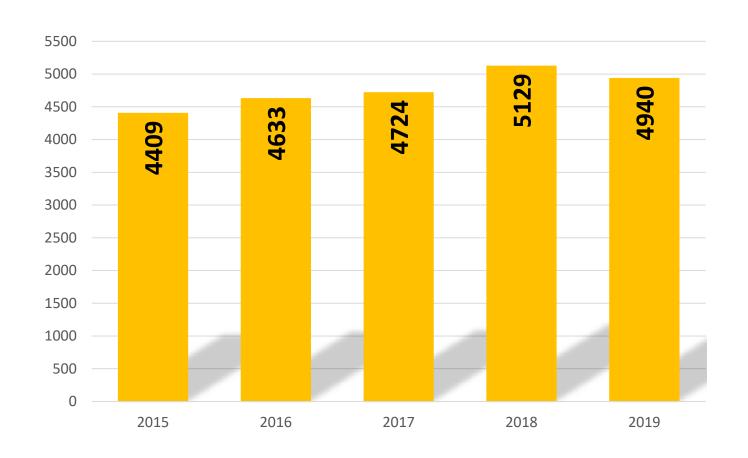
#1 CAUSE OF FIRES IN 2019
UNATTENDED COOKING (STAND BY YOUR PAN)

24% DECREASE IN FIRES FROM 2018 5% INCREASE IN FIRES FROM 2017

5 PROVINCIAL OFFENCES CHARGES LAID FOR DISABLED/FAILURE TO MAINTAIN SMOKE ALARMS

STAY FIRE SMART CAMPAIN VISITED ALL RESIDENCES
OVER A FIVE YEAR TIMEFRAME

RESPONSE TOTAL



3% Decrease in overall response volume from 2018

6% decrease in Rescues includes Motor Vehicle Collisions from 2018

12.5% increase in "other" calls includes mutual aid, assisting other agencies, vehicle cancelled en-route

MAJOR FIRES INVESTIGATED

LOCATION	DATE	CAUSE	COMMENTS
Penn Avenue, Aurora	2019-02-28	Undetermined	Garage
Edward Street, Aurora	2019-03-08	Accidental	Commercial Unit
Rita's Avenue, Newmarket	2019-04-22	Arson	Residential
Parkland Court, Aurora	2019-05-19	Undetermined	Garage
Stone Road, Newmarket	2019-06-15	Accidental	Basement
Edward Street, Aurora	2019-07-27	Arson	Fatality
Hillary Place, Aurora	2019-09-26	Accidental	Firefighter Injured
Gilpin Drive, Newmarket	2019-10-17	Accidental	Kitchen
Kingdale Road, Newmarket	2019-12-23	Accidental	Chimney

TOTAL
ESTIMATED
DOLLAR
LOSS

\$6,077,700

1ST LINE OF DEFENSE

PUBLIC EDUCATION

Smoke Alarm Campaign – Stay Fire Smart

- 9, 860 Homes were visited by CYFS
- 445 "In-home" inspections were completed

Distribution of Fire Safety Education Materials

- 69 School Fire Drills
- 2 Fire Services Open Houses

As of January 1, 2018 fire crews have visited every single family residential home in Aurora and Newmarket.



2ND LINE OF DEFENSE

CODE ENFORCEMENT

Inspections

- 879 Building Inspections completed in Aurora and Newmarket
- 40% were residential; 7% were schools

Complaint and Requests

- 266 inspections due to complaints or requests
- 77% due to complaints

Vulnerable Occupancies

- 32 vulnerable occupancies (includes Southlake Hospital)
- 32 inspections/ fire drills completed

OFMEM Statistic 2015-2017

In Ontario, Residential Occupancies account for 70% of all structure fires and 90% of all fire deaths

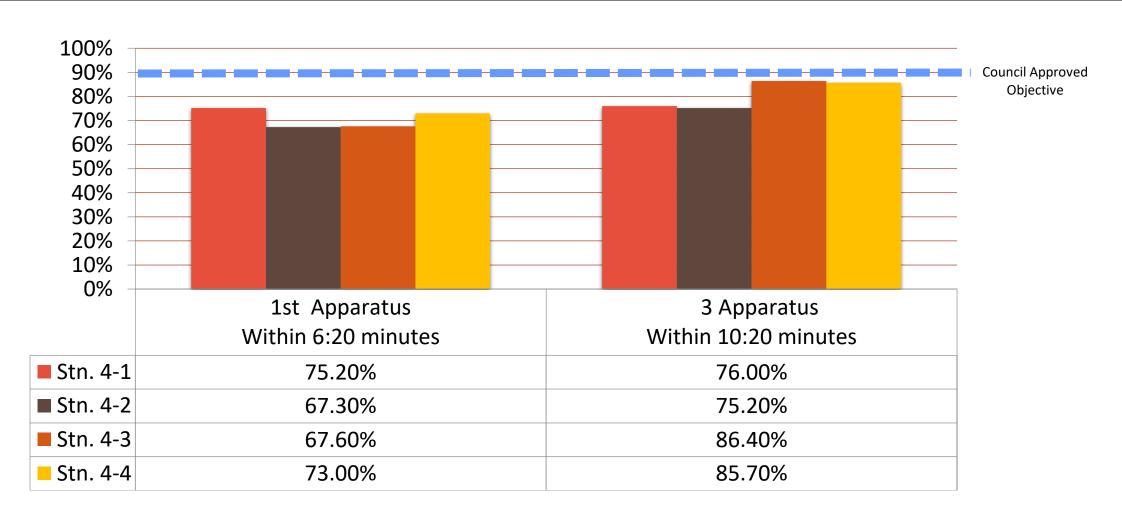
3RD LINE OF DEFENSE

SUPPRESSION – RESPONSE TIMES

2019 Central York Fire Services Annual Report

DEFINITION	COUNCIL APPROVED STANDARD	2019
TIME OF 911 CALL TO NOTIFICATION OF FIRE TRUCK	60 Seconds – 90% of the time	95%
TURNOUT TIME TIME OF NOTIFICATION TO FIRE TRUCK ENROUTE	80 Seconds – 90% of the time	54.9%
TRAVEL TIME ENROUTE TO FIRE TRUCK ARRIVING AT THE INCIDENT	240 Seconds – 90% of the time	54.4%
TOTAL TIME OF NOTIFICATION TO ARRIVAL AT INCIDENT	Under 6 minutes and 20 seconds – 90% of the time	70.4%

STATION RESPONSE TIMES



TRAINING

TRAINING PROGRAMS 14,809 HOURS

Blue Card

Officer Preparation School

Officer Development Program

Integrated Response

OPP Traffic Incident Management

VVA Electric Bus Training

2019 Central York Fire Services Annual Report

Machine Entrapment

Pipe Twinning

High Angle Rescue

BUDGET OVERVIEW

2019	Operating Budget	Capital Budget	Operating Surplus/(Deficit)
Total	\$25,806,594	\$6,874,301	\$736,839
Aurora 40.65%	\$10,490,380		\$299,525
			Reserve Fund
Newmarket 59.35%	\$15,316,214		\$437,314
			Reserve Fund

FUTURE PROJECTS



Fire Station 4-5

- Fire Station 45 Contract Awarded
- New Headquarters / Training Campus



Continue incremental hiring protocol to meet future staffing requirements

- Master Fire Plan outlines additional staff for Crew # 7
- Minimizes the impact to taxpayers
- Stabilizes overtime expenditures / enhances ability to train staff



Master Fire Plan

Master Fire Plan update scheduled for 2020

Our Vision

We are
Committed to
excellence by
being:

WELL Trained
WELL Equipped
WELL Prepared

ENGAGE WITH US



Central York Fire Services

4.06% Engagement Rate



@CentralYorkFire

0.87% Engagement Rate



@centralyorkfire

7.73% Engagement Rate



Central York Fire Services

*NEW - Please visit our account for new and exciting videos





Legislative Services Michael de Rond 905-726-4771 clerks@aurora.ca

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

May 1, 2020

Delivered by email

Suzanne Haines, Aurora Cultural Centre
Patricia Wallace & Geoffrey Dawe, Aurora Historical Society
Bruce Gorman, Aurora Public Library
Javed Khan & Don Ball, Aurora Sports Hall of Fame
Kiran Saini, Deputy Town Clerk, Newmarket – Joint Council Committee

Re: Town of Aurora Council Resolution of April 28, 2020
Re: Council Report No. FIN20-011 – COVID-19 Financial Impact Forecast

Please be advised that this matter was heard by Council at its meeting held on April 28, 2020, and in this regard Council adopted the following resolution:

- 1. That Report No. FIN20-011 be received; and
- 2. That a copy of this report be sent to the Aurora Public Library, Aurora Historical Society, Aurora Cultural Centre, Aurora Sports Hall of Fame and the Joint Council Committee for Central York Fire Services; and
- 3. That a request be made to these organizations to do what they can to reduce expenditures and engage in discussions with the Town on how they may be able to assist in balancing the Town's potential operating budget deficit; and
- 4. That the retail water rate, retail wastewater rate, storm flat rate residential, and storm flat rate non-residential, be reverted back to the revised breakeven rate until the end of June 2020.

The above and the attached report is for your information and any action deemed necessary.

Yours sincerely,

Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

Re: Town of Aurora Council Resolution of April 28, 2020

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Attachment 1: Report No. FIN20-011 – COVID-19 Financial Impact Forecast

MdR/is

Attachment 1



No. FIN20-011

Subject: COVID-19 financial impact forecast

Prepared by: Jason Gaertner, Manager Financial Management

Department: Finance

Date: April 28, 2020

Recommendation

1. That Report No. FIN20-011 be received.

Executive Summary

The COVID-19 pandemic has and is expected to continue to have a significant impact on the Town's residents and businesses. Existing provincial and municipal pandemic measures also continue to have a major impact on the Town of Aurora's operations. This report explores the impact COVID-19 will have on the Town's finances in 2020.

- A tax levy operating deficit of \$329,100 is forecasted to the end of April as a result of COVID-19 which could increase to \$2,127,300 by December 31st should the present situation remain unchanged until year end.
- A rate-funded operating deficit of \$914,600 is forecasted for 2020 if water, wastewater and stormwater rates are not increased and water penalties waived for the duration of 2020.
- Any deficits experienced will result in less funds being available for capital asset management.
- The deferral of tax and water payments and waiving of interest on past due payments will negatively impact the Town's cash flows.
- 2020 budgeted assessment growth is at risk as a result of COVID-19.

Background

The magnitude of the impact of COVID-19 on the Town of Aurora is not yet known, but the existing social distancing measures and economic shut-down impacts have already been significant. Since March 18th the federal government has announced a series of relief programs that are targeted at the most vulnerable residents and businesses including:

- \$52.4 billion in direct assistance for eligible small and medium businesses
- \$55 billion to help meet liquidity needs and stabilize the economy, which includes deferral of income tax payments and the waiving of interest
- \$30 billion in cash flow and liquidity assistance for businesses, which includes deferral in Goods and Services Tax (GST) remittances and customs duty payments

Many of Ontario's municipalities have explored further financial relief measures to those already announced by the federal and provincial governments. The most common measures being explored by municipalities include the extension of payment deadlines and the waiving of late payment penalties for tax and water balances owing.

On March 20th the Town of Aurora announced its own financial relief measures being the deferral of its second tax levy installment payment due date by approximately two months for residential tax payers. A similar offer was made available to commercial tax payers on an application basis. It also announced the waiving of all late payment penalties on any unpaid water bill amounts owing until June 30, 2020.

On March 25th the provincial government announced the Ontario Action Plan for fighting COVID-19 which included \$17 billion offering various supports to healthcare, people and jobs, as well as cash flow support for businesses. The province also announced a 90-day deferral of the June 30 and September 30 quarterly municipal remittances of education property tax receipts.

On April 2nd York Region Council approved the deferral of its originally planned 2020 water and wastewater rate increases, maintaining their rates at 2019 levels.

On April 16th York Region's Committee of the Whole considered the waiving of interest charges on any portion of a lower municipality's 2020 tax levy installment payment owed to the Region that has been delayed as a result of its COVID-19 tax relief program for a period of not more than 90 days. Council requested further information from staff and deferred its decision to April 30th.

Analysis

A tax levy operating deficit of \$329,100 is forecasted to the end of April as a result of COVID-19 which could increase to \$2,127,300 by December 31st should the present situation remain unchanged until year end.

A total tax levy operating deficit of \$329,100 is projected by the end of April stemming from COVID-19 based upon the Town's present status quo and the continuance of existing provincial emergency policies such as its social distancing measures and economic shut-down. The most significant drivers of this deficit include:

- Lost recreation, sponsorship and other community program revenues, partially offset by program/service delivery cost savings which included the temporary release of in excess of 280 part time Town employees.
- Lost development revenues.
- Lost tax and water penalty and administrative revenues.
- Lost park operation revenues.

Should the Town's present situation remain unchanged for the remainder of the year, the total deficit related to COVID-19 is projected to become \$2,127,300 as summarized in Table 1. This deficit is specific to the impact of COVID-19 and does not reflect other operational variances.

Table 1
Estimated COVID-19 tax levy operating deficit

\$000s	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Town Facility net Operation Savings	52.2	157.4	140.6	144.6	154.3	106.9	151.8	192.8	152.0	154.5	1,407.1
Other Salaries & Benefits Savings	14.4	97.5	86.6	86.6	86.6	86.6	84.1	87.7	16.7	16.7	663.5
Special Event net Savings	(6.1)	8.7	21.3	53.8	22.9	96.2	45.0	(12.1)	34.1	64.3	328.1
Other Savings	1.7	34.7	43.0	24.6	30.4	18.3	(114.7)	19.2	29.0	96.1	182.2
Lost Development Revenue	-	(22.4)	(71.5)	(80.7)	(560.2)	(48.3)	(84.0)	(85.3)	(149.4)	(77.9)	(1,179.7)
Lost Tax Penalties	-	(100.0)	(132.6)	(205.8)	(102.6)	(102.6)	(102.6)	(102.6)	(102.6)	(102.6)	(1,054.0)
Lost Ice rental revenues	(52.8)	(82.0)	(55.7)	(46.3)	(75.5)	(97.7)	(149.2)	(172.0)	(187.7)	(45.4)	(964.4)
Lost Community Program Revenues	(258.2)	(79.3)	99.3	80.0	(341.6)	65.1	140.4	(205.1)	29.1	105.1	(365.3)
Lost Supplementary Tax Revenues	-	-	-	-	-	-	(137.5)	-	-	(137.5)	(275.0)
Lost Park Operation revenues	-	(25.4)	(25.4)	(25.4)	(25.4)	(25.4)	(25.4)	(25.3)	(20.6)	-	(197.9)
Water & Tax Administration Fee Loss	-	(33.6)	(23.4)	(10.9)	(13.2)	(27.8)	(15.5)	(29.5)	(25.9)	(9.6)	(189.4)
Lost Investment Income	-	-	-	(20.0)	(20.0)	(20.0)	(20.0)	(30.0)	(30.0)	(30.0)	(170.0)
Lost Parking & Court Fines	(3.0)	(15.0)	(9.5)	(8.0)	(6.0)	(25.5)	(7.0)	(40.5)	(21.0)	(22.0)	(157.5)
Lost Sponsorship/Advertising revenue:	(6.7)	(11.3)	(38.8)	(10.6)	(14.8)	(20.4)	(20.8)	(15.2)	(16.3)	-	(154.9)
Monthly Total	(258.4)	(70.7)	33.9	(17.9)	(865.2)	5.4	(255.4)	(417.9)	(292.6)	11.6	(2,127.3)
Cummulative Total	(258.4)	(329.1)	(295.3)	(313.1)	(1,178.3)	(1,173.0)	(1,428.4)	(1,846.3)	(2,138.9)	(2,127.3)	(2,127.3)

A rate-funded operating deficit of \$914,600 is forecasted for 2020 if water, wastewater and stormwater rates are not increased and water penalties waived for the duration of 2020

The Town estimates a deficit of \$914,600 if the planned 2020 water, wastewater and storm water rate increases are deferred and water penalties continue to be waived for the remainder of the year. This deficit reflects lost revenues of \$2,327,300 from the rate increase, \$153,500 from water penalties, as well as investment income, offset by operating savings of \$1,571,300 resulting from York Region deferring their water and wastewater rates charged to the Town.

The Town is forecasting a deficit despite the operational savings because of the lost water penalties as well as, the wastewater and storm water budget included increasing contributions to asset replacement reserves in 2020. These contributions reflect the Town's strategy to increase the rates over the next few years to ensure that reserves are sufficiently funded to enable the Town to maintain its underground infrastructure to existing service standards in the long term. The forecasted deficit would be offset by reduced contributions to these reserves. These reserves are needed to achieve sustainability of underground infrastructure assets whose service levels are under an upward pressure as a result of climate change.

Should the Town choose to adjust its planned 2020 rate increases to reflect the recently announced Regional water and wastewater rate cost savings while still recovering for all other costs, the planned 2020 required rate increases would change as shown in Table 2.

Table 2
Summary of rates

	2	2019 2020 Budget			Revised Break-Even			
	F	Rate		Rate	Change %		Rate	Change %
Retail Water (per cu.m)	\$	2.18	\$	2.41	10.6%	\$	2.18	0.0%
Retail Wastewater (per cu.m)		2.65		3.11	17.4%		2.77	4.5%
Combined Water & Wastewater (per cu.m)	\$	4.83	\$	5.52	14.3%	\$	4.95	2.5%
Storm Flat Rate - Residential (per month)	\$	5.44	\$	7.09	30.3%	\$	7.09	30.3%
Storm Flat Rate - Non-Residential (per month)	\$	69.08	\$	90.07	30.4%	\$	90.07	30.4%

These estimated rate impacts on the utilities budget only consider a change to the rate being charged. They do not factor in the impact that COVID-19 may have on the volume of water consumption in the Town. While we expect businesses to use less water and

residences to use more, it is still too early to estimate the impact that water consumption changes may have on the budget.

Should the Town decide to adjust its 2020 rates to the revised break-even rates, a new rate bylaw would be required. However, if the Town decides to maintain its 2020 rates at 2019 levels no new bylaw needs to be approved as these rates are currently set in bylaw 6171-19 which was enacted on April 9, 2019.

Any deficits experienced will result in less funds being available for capital asset management.

The only way that the Town can balance an operating budget deficit is through the reduction of costs, lower contributions to reserves and draws from stabilization reserves. The most significant component of the Town's reserves relate to capital asset management. Asset management reserves are built up over time as repair and replacement capital projects are quite costly. This eases the burden of paying for capital, through taxes and rates, over time. A single capital asset management project can cost an equivalent to a 2 or 3 percent tax rate increase.

Municipalities strive to adopt funding strategies that ensure these capital management reserves maintain sufficient balances that allow for the sustainment of the capital asset service levels that its citizens require or demand. A requirement to draw upon these reserves either directly or through a reduced contribution delays the Town's strategy of achieving a state where its capital assets become self-sustaining. This means future tax and rate increases will need to be greater in order to catch-up. In an effort to minimize the impact to the Town's planned contributions to its asset management reserves, the Town will firstly maximize the draw of funds from its tax rate stabilization reserve to the point that it is financially feasible in an effort to balance its tax levy funded operation deficit. The tax rate stabilization reserve currently has a balance of \$7.1 million. While this is enough to fund the tax levy deficit it does mean that future surpluses will first go to replenishing this reserve before being contributed to asset management reserves.

Unfortunately, a separate rate stabilization reserve does not exist for the rate funded operating budget. For the rate funded services, a single reserve is used both for stabilization and asset management, therefore an impact on these capital asset's sustainability is unavoidable should a deficit arise. Table 3 presents the anticipated impacts that COVID-19 will have on the Town's rate funded reserves.

Table 3
Estimated Impact on Rate Funded Reserves December 31, 2020 Closing Balance

\$000s	Budget	Forecast	Change
Water	6,521.7	6,617.9	96.2
Wastewater	729.3	210.5	(518.8)
Stormwater	1,050.1	558.1	(492.0)
Total	8,301.1	7,386.5	(914.6)

These impacts assume that all Aurora Council approved COVID-19 financial relief measures to date continue until year end. They also assume that 2020 water rates will remain at 2019 levels. While this report has thus far shown the impact on the Town's forecasted variance to budget it does not address the impacts on cash flow.

The deferral of tax and water payments and waiving of interest on past due payments will negatively impact the Town's cash flows.

On March 20th the Town of Aurora announced the waiving of interest on its tax and water payments owing until the end of June. The general rational for these measures was to provide bridge funding until such time the federal and provincial financial support measures can be accessed by residents and businesses.

The deferral in planned revenues will have an impact on the Town's cash flows upon which it relies to fund its on-going operating costs. The longer a planned cash receipt is deferred, the greater the impact will be on the organization's cash flows. These measures should only be continued if the organization's overall cash flows are able to sustain the measure.

The waiving of interest on past due water and tax payments represents an elimination of a planned cash flow for the Town. For example, the Town will forego at total of \$475,800 in planned revenues as a result of its current announcement. Should this measure be extended for the remainder of the fiscal year, the Town will forego a total of \$1,207,000 in lost cash flows that it will not recover in the future.

The waiving of tax and water payment interest discourages those who can pay from paying. It also impacts the Town's available cash flows through both lost interest revenues and the further deferral of its planned cash inflows upon which it relies. Therefore if there is a desire to provide further financial relief that a reduced interest rate could be considered as an alternative. A report will be brought forward to Council in May

for its consideration of how to manage interest and penalties on taxes going forward for the remainder of 2020.

York Region's Council has approved the deferral of its originally planned 2020 water and wastewater rate increases, maintaining their rates at 2019 levels. York Region's Council will be considering options for waiving of interest charges for 2020 tax levy installments collected by the Town on their behalf at their April 30th Council meeting. These options include the waiving of interest for 90 days. The result of their decision will be explored further in the May report.

The largest risk to the Town's cash flow is its responsibility to collect taxes on behalf of the school boards and the York Region. The first 63 percent of all taxes collected are remitted to these two groups. Despite the deferrals of the next two payments to the school boards and the possible waiving of interest for 90 days by the Region, should the Town not have collected the funds to pay these taxes it would need to consider drawing the funds from reserves held in long-term investments otherwise the Town will incur penalties on these balances at a rate of 1.25% per month or 15% per year from the school boards and the Region.

2020 budgeted assessment growth is at risk as a result of COVID-19.

The existing social distancing measures and economic shut-down will effectively result in the deferral of most planned new development into the future. The duration of this deferral will be dependent upon the speed at which the economy recovers once the COVID-19 pandemic passes and all emergency measures are lifted.

As per recent provincial direction, all existing development that has already commenced will be allowed to continue for the time being. If this development is allowed to continue until year end, it is possible that the degree of decline in the Town's planned assessment growth may not be as great in 2020. However, the lagging effects of this impact will be more significant in future fiscal years. This means that the Town's planned assessment growth assumptions in the 2021 and 2022 budgets will likely see a downward adjustment.

These reduced tax levy revenues from growth will place more upward pressure on the Town's required tax rate increase for these years. The Town will need to mitigate these pressures through the multi-year budget process.

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Report No. FIN20-011

Advisory Committee Review

Nil

Legal Considerations

As per the *Municipal Act* the Town must conclude its fiscal year with a balanced budget. Any deficits incurred as a result of COVID-19 by the Town will need to be offset as much as possible through operating cost savings. Any remaining funding short-fall will need to be funded by the Town's reserves. Longer term, the Town may be able to partially recover some of its COVID-19 operating losses through federal or provincial financial relief programs.

Financial Implications

The Town is projecting that both its tax levy and rate funded operating budgets will be negatively impacted by COVID-19 regardless of how long the situation lasts throughout the year. As per provincial legislation, the Town must balance these operating deficits through reduced costs and/or reserves. It is anticipated that the Town will be in a financial position to balance its budgets in a worst case scenario as it is presently estimated. However, this will be at the expense of the Town's overall reserve and cash flow health; in particular at the expense of its asset management reserve health. The Town will continue to explore all other avenues such as provincial or federal funding relief in an effort to minimize the impacts of this event on the Town's financial health.

It is anticipated that once the COVID-19 pandemic passes and all measures are relaxed or lifted, the Town's revenues and resultant cash flows will be slow to recover. It is likely that tax and water balance collectability will remain weaker than pre-COVID-19 levels, placing further pressure on the Town's cash flows that it will need to continue to manage over the short-term.

As the COVID-19 pandemic impacts are quite fluid, staff will continue to monitor its financial impacts and report back to Council on a regular basis. The Town's regularly scheduled Interim Operating Budget Forecast Update – As of April 30, 2020 will be delayed by one month which will allow the Town to obtain a better grasp on its operating financial reality under a continuing COVID-19 environment.

Communications Considerations

The Town of Aurora will use 'Inform' as the level of engagement for this report. There are five different levels of community engagement to consider, with each level providing the community more involvement in the decision making process. These levels are: Inform, Consult, Involve, Collaborate and Empower. Examples of each can be found in the Community Engagement Policy. These options are based on the International Association of Public Participation (IAP2) Spectrum and assist in establishing guidelines for clearly communicating with our public and managing community engagement. In order to inform, the report will be made available on the Town's website in the Budget and Financial Information pages.

Link to Strategic Plan

Outlining and understanding the Town's present financial status as a result of COVID-19 contributes to achieving the Strategic Plan guiding principle of "Leadership in Corporate Management" and improves transparency and accountability to the community.

Alternative(s) to the Recommendation

1. None.

Conclusions

The Town is projecting that the forecasted variances for both its tax levy and rate funded operating budgets will be adversely impacted as a result of COVID-19. The extent of these deficits will be determined by the duration of the present COVID-19 impacts that the Town is presently experiencing as well as from its selected COVID-19 financial relief measures. Assuming that the Town's present financial relief measures remain unchanged, it is estimated that it may experience operational deficits ranging from \$329,100 to \$2,127,300 from tax levy and \$914,600 from rate funded operations, as a result of COVID-19. Staff will continue to monitor the financial impacts on the Town arising as a result of COVID-19 and provide regular updates back to Council through its quarterly Interim Operating Budget Forecast Update report which will include a COVID-19 financial impact update and consider both COVID-19 and other unrelated budget variances.

April 28, 2020

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Report No. FIN20-011

Attachments

None

Previous Reports

Nil

Pre-submission Review

Agenda Management Team review via email on April 16, 2020

Departmental Approval

Digitally signed by Rachel Wainwright-van Kessel, CPA, CMA Date: 2020.04.21 09:40:28 -04'00'

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

Approved for Agenda

Docusigned by:

Dry Madnyng

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Doug Nadorozny
Chief Administrative Officer



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

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

Regional Fire Services Study Staff Report to Council

Report Number: 2020-32

Department(s): Central York Fire Services

Author(s): Ian Laing, Fire Chief, Central York Fire Services

Meeting Date: May 19, 2020

Recommendations

- 1. That the report entitled Regional Fire Services Study dated May 19, 2020 be received; and,
- 2. That the Town of Newmarket support participation in a Regional Fire study; and,
- 3. That Council's decision be forwarded to York Region; and,
- 4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

This report outlines some issues related to the undertaking of a study into the consolidation of municipal fire services within York Region.

There have been a number of attempts over the years to move this initiative forward with the optimism of creating a fire service that is more operationally effective and efficient while taking advantage of cost avoidance measures where appropriate.

Background

In 1996 and 2002 there were comprehensive studies undertaken to review the capabilities and statistics of the multiple fire departments within York Region. These studies were in an effort to present a vision for a consolidated fire service which were understood to provide improved levels of fire safety and emergency response to a growing region. More recently, in 2016 there was a study to review the consolidation benefits and challenges of a Richmond Hill Fire Services with Central York Fire Services.

The earlier Regional studies presented a number of options which ranged from a total consolidation of all municipal fire services with variations that included a consolidation with EMS and another that suggested the career fire services within the Region be consolidated while the composite/volunteer departments continued as independent entities.

Currently, there are eight fire services within the Region and all work towards providing the best level of fire safety education and protection to their community. There are four career fire services; Markham, Vaughan, Richmond Hill and Central York. There are three composite departments; East Gwillimbury, Whitchurch—Stouffville and Georgina and one mostly volunteer service in King. The Office of the Fire Marshal outlines three lines of defence for all municipal fire services; a) Public Fire Safety Education, b) Fire Safety Standards and Enforcement, and c) Emergency Response. All fire services regularly collaborate on messaging and approach to undertake these challenges; however, as municipally based organizations, they do so subject to their own level of staffing and funding. Fire services staff regularly discusses with other subject experts and take advantage of successful practices; nevertheless, as independent entities there is no one clear direction, as each department addresses their issues based on their local needs and circumstances.

In 2002, the Newmarket and Aurora Fire Departments were consolidated to create Central York Fire Services. Under the direction and with the support of the Joint Council Committee (JCC), CYFS meets the needs and circumstances of both communities. With the tremendous support from JCC and both municipal councils, the department has been able to undertake fleet upgrades, funding for an additional fire station and hire supplementary staff. While each community only pays a portion of the total cost, this cost sharing approach has resulted in a larger, better equipped and trained fire service.

As a consolidated fire service, CYFS provides a superior level of service to Aurora and Newmarket residents than either community would achieve with the same level of funding for independent fire services.

When there is an emergency in either municipality, CYFS is readily available to respond to meet the demands of the situation. From a fire response perspective, as there is no border between the two communities, CYFS can easily and immediately move resources to where they are needed. For each municipality to provide a similar level of service to their own community, the operating costs would increase considerably to each town.

There may be emergency situations which are beyond the capacity of the local fire service. To address this concern, all fire services in the Province participate in the Mutual Aid Program (MAP). This provincial system is designed to allow neighbouring departments to assist other jurisdictions when they are extended beyond their operational capacity. This is an effective method to address critical incidents, but it is not as timely or as effective as having one larger department with more resources available, trained to the same standard and using the same equipment. Additionally, "Automatic Aid" allows for the closest fire resources to respond to an emergency situation, regardless of municipal

boundaries. This can be an effective alternative if all services are equal in response capability. With Central York surrounded on three sides by composite and volunteer fire services, the response times would not match those of a career department.

Discussion

Opportunities

A regional fire service avoids the duplication of services which in turn will strengthen service delivery and have the potential to reduce operating costs. Fire Prevention programs will be standardized across the whole region with the ability to focus on the specific needs of communities based on their unique circumstances. The operations of the suppression division will be more standardized through training, with one command model and communication system. A consolidation offers increased safety for both residents and firefighters. By amalgamating the fire services, municipal boundaries will be eliminated within York Region. This change alone will result in the closest fire apparatus responding to each incident, resulting in reduced response times and improved outcomes. The fire service has to grow in order to continue to meet the changing needs of the community it protects.

- More effective and timely response to all types of emergencies
- Faster response, better outcomes
- Reduced duplication of dedicated services (e.g. Haz-Mat teams, High Rise response and specialty rescue teams)
- Streamline Fire Administration staff
- Municipal budget pressures reduced
- Facility Optimization
- Centralized Dispatch Centre

Challenges

While cost reduction is a key driver in the creation of a new Regional Fire Service, the immediate focus should be on the operational effectiveness and capabilities of a new fire service. Cost avoidance may be achieved with the elimination of duplicated services and increased buying power; however, there will be some significant issues to overcome in the early stages of a consolidation.

- Development of a revised governance model
- Municipal financial contributions based on level of service provided
- A larger unionized labour force with a harmonized collective agreement
- Appropriately sized management team for the third largest fire service in Ontario
- Large geographic area span of control variety of service levels provided
- Undertake a Master Fire Plan to review the current fire station locations

Prior to the consolidation of fire services, the study should investigate how to determine the levels of financial contribution from each participating municipality. To do this a decision on the level of response and type of service to be provided to the different areas within the Region would need to be determined. This would highlight disparities between departments, most notably between career and hybrid departments. Based on the level of service they will receive, a number of municipalities would need to upgrade at their own expense, prior to the amalgamation of fire services, to equalize the contributions. This leveling of the playing field would be necessary prior to realizing the benefits of improved response and costs savings from a regionalized service.

Conclusion

Fire service amalgamations have taken place in Toronto, Hamilton and Ottawa; however, these consolidations were also inclusive of all municipal departments and governance. It is less common to consolidate only the fire service and leave all other municipal services intact. There are lessons that can be learned from these consolidations, as the new "York Regional Fire Service" could become the third largest fire service in the Province.

In comparison, York Regional Police service (YRP) is the result of a 1971 consolidation of 14 municipal police forces. This internationally respected service has grown with the communities within York Region and continues to address the ever changing needs of all citizens regardless of where they live within the Region. YRP is a world class agency and they have shown they can adapt to meet the changing demands of community policing. Had municipally based police services been retained, they would not be as effective or as renowned in the policing world. The former municipal police services would have struggled to rise to the same level of expertise, regardless of the dedication of those in the service. Coordination under one command has enabled YRP to address all levels of community issues across the whole Region.

That is what a consolidated fire service could become.

Business Plan and Strategic Plan Linkages

This report aligns with the Town of Newmarket's vision of being *Well Beyond the Ordinary.*

Consultation

Previous Fire Studies were consulted

Impact on the Master Fire Plan

A new organization will require a Master Fire Plan to outline the tasks going forward.

Human Resource Considerations

None at the time of this report.

Budget Impact

Unknown at this time.

Attachments

None.

Approval

Ian Laing, Fire Chief, Central York Fire Services

Jag Sharma, Chief Administrative Officer

Contact

Ian Laing, Fire Chief, Central York Fire Services ilaing@cyfs.ca



Town of Aurora Joint Council Committee Report No. OPS20-014

Subject: Fire Services Headquarters Station 4-5

Prepared by: Allan D. Downey, Director of Operations

Department: Station 4-5 Update

Date: September 1, 2020

Recommendation

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

Background

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
	1,456,500
Construction Costs:	
Tender Revised Bid	10,836,817
Non-Recoverable HST (1.76%)	190,728
Contingency (10%)	1,083,682
	12,111,227

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

Non-Construction Costs:	Approved Budget	Payments to Date
Architect	\$600,000	\$384,552
Furniture, Fixtures, Signage etc.	506,500	0
Prefab shed for training	250,000	0
Allowance for props	100,000	0
	1,456,500	
Construction Costs:		
Tender Revised Bid	10,836,817	1,334,140
Non-Recoverable HST (1.76%)	190,728	
Contingency (10%)	1,083,682	\$69,268
	12,111,227	
Total Revised Project Budget	\$13,567,727	\$1,787,960

Schedule

Upon commencement of construction, staff were provided with a project schedule. Completion is presently scheduled for the winter of 2021; however, subject to change.

Progress to Date

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

Bore hole and pressure testing ongoing as a result of adverse soil conditions.

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, six (6) virtual site meetings have been conducted.

On Tuesday, June 23rd a Groundbreaking ceremony took place with both Mayors, Fire Chief and General Contractor in attendance.

Report No. OPS20-014 Joint Council Committee

Risks and Issues

During the filling and grading phase of construction, issues were identified relating to soil stability and bearing capacity. Geotechnical consultants were engaged to investigate and report on these concerns and provide recommendations for remediation.

Several options have been explored and presented to the contractor, architect and owner. Please find attached the architect's recommendation to address adverse soil conditions.

The option to install helical piers was approved at an upset limit of \$700,000. This work will proceed as a result of an approved change order and is within the approved budget.

The investigation and subsequent recommendations related to soils, combined with the additional work required to install the helical piers will have an impact on the proposed schedule and anticipated opening with an anticipated opening of early 2022.

Modifications to the footings and structural steel as a result of the need for helical piers are also required.

Allan D. Downey

Director of Operations

Operational Services Department

Town of Aurora



August 21, 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,

As the team is aware, we have encountered a site condition that has required a detailed investigation to assess impact to the current design with regard to potential settlement issues that would have a detrimental impact on the performance of the building.

Description of the Issue

Based on geotechnical calculations, the amount of potential settlement could exceed the allowable limit of settlement of the design which could result in detrimental impacts to the building and surrounding development. Starting From the existing grade elevation of the site, a substantial amount of new fill is required to set the finished floor elevation of the building at a serviceable level relative to the surrounding roads. In some areas, the depth of fill is approaching 4 meters in depth. With this load, there is the potential that the weight of the proposed building and fill would exceed the bearing capacity of the existing native subgrade which could result in a greater than unacceptable settlement both the structure and the surrounding hard surface areas. In essence, there is a very soft layer of material deep below the existing grade of the site that, when subjected to the additional load of the building and new fill on the site, could compress or shift thereby creating an unstable condition that could result in the building and surrounding hard surface areas 'sinking' into the site. It should be noted that the primary concern is the weight of the fill and not the weight of the building which is relatively light compared to the weight of the fill.

Team Response

At the time the issue became apparent, our office, the office of the General Contractor, Structural Engineer and the Independent Inspection and Testing company began a process of review and information gathering to gain understanding of the issue.

The above noted process involved further subgrade investigations on site, laboratory testing and calculations and detailed conversation between the team members. The results of this process initially identified three possible solutions as described below.

<u>Solution One</u> — Reduce the weight of the proposed fill by using Geofoam, which is an EPS or XPS material manufactured into large lightweight blocks. The primary function of geofoam is to provide a lightweight void fill below a highway, bridge approach, embankment or parking lot. EPS Geofoam minimizes settlement on underground utilities. Geofoam is also used in much broader applications, including lightweight fill, green roof fill, compressible inclusions, thermal insulation, and (when appropriately formed) drainage.

<u>Solution Two</u> – Reduce the weight of the proposed fill by using lightweight aggregate, which is a material that has a bulk density that is lower than that of common aggregates used for construction.

<u>Solution Three</u> – transfer the loads of the building and surrounding fill through the soft layer in the existing subgrade using a deep foundation system comprised of helical piers. A helical pier is a steel pier system that has one or more helical blades welded to a steel shaft. These shafts are driven into the ground around a foundation until strong supporting soils or bedrock are reached.

Each of the above noted solutions was vetted by the team. The pros and cons of each are noted below.

Solution One

Pros

• The solution would potentially address the issue by reducing the weight of the proposed development on the existing subgrade.

Cons

- Concerns were expressed regarding the potential of the material to permanently deform and/or creep under pressure which may impact building performance.
- Concerns were noted that this solution, while addressing the majority of the weight concerns, is not a total solution as there are four locations within the building that would require placement of helical piers to fully resolve the concerns.
- The solution is a unique application of the material and as such, concerns were noted that the team does not have similar examples that could provide verifiable performance.

For the above noted reasons, **Solution One is not recommended.**

Solution Two

Pros

- The solution would potentially address the issue by reducing the weight of the proposed development on the existing subgrade.
- The implementation of the solution would fall within common construction practices which the team has experience to execute.

Cons

- Concerns were noted that this solution, while addressing the majority of the weight concerns, is not a
 total solution as there are four locations within the building that would require placement of helical piers
 to fully resolve the concerns.
- There was some concern noted that there may still be some settlement in the subgrade which could not be controlled.

For the above noted reasons, **Solution Two is not recommended.**

Solution Three

Pros

- The solution would address the issue by transferring the impacts of the weight of the proposed development below the soft layers into soils with competent bearing capacity on the existing subgrade.
- In Solutions One and Two there are four locations within the building that would require placement of helical piers to fully resolve the concerns. As such, it makes sense to provide a total solution using one system.
- The implementation of the solution would fall within common construction practices which the team has experience to execute.

Cons

None noted.

For the above noted reasons, **Solution Three is recommended.**

Schedule Implications

As has been discussed in previous site meetings, the issue has impacted the Construction schedule by approximately two months to date. The Contractor is making every effort to execute work where it is feasible to do so. However, with the information available at this time, it is our recommendation that a decision be made to proceed with Solution Three to minimize further impacts to the schedule.

Financial Implications

As each of the solutions have been developed for consideration, costs have been estimated and discussed. Each of the solutions appear to similar in terms of cost. Currently, based on discussions with the General Contractor, we understand that the maximum upset cost to execute Solution Three would be \$750,000.00, inclusive of overhead and profit. It should be noted that this cost does not include impacts related to the schedule delay (if any).

Please review the above information at your earliest convenience.

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

Cost Recovery Program (Expansion) Fire Services Report

Report Number: JCC-2020-03

To: Joint Council Committee

Origin: Central York Fire Services - Deputy Chief Rocco Volpe

Meeting Date: September 1, 2020

Recommendations

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; 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.

Comments

The purpose of this report is to provide JCC with additional information on expanding the cost recovery program which charges for services rendered by Central York Fire Services (CYFS) for the following:

- Natural Gas Leaks
- Hydro Incidents (down wires)
- Drug Labs / Grow Ops & Clandestine Labs
- Elevator Rescues (non-emergency)
- Post Fire Investigations
- Extraordinary Expenses
- Multi-purpose Smoke Alarm and Carbon Monoxide Alarms

Background

The Municipal Act (S391 (1) a) provides that a municipality may impose fees or charges "for services or activities provided or done by or on behalf of it". The Municipal Act also provides that the "costs included in a fee or charge may include costs incurred by the municipality related to administration, enforcement, and the establishment, acquisition and replacement of capital assets".

CYFS provides a variety of services to the residents of Aurora and Newmarket. The costs to provide these fire services are funded from municipal taxes.

Currently CYFS recovers cost for attending the following incidents/inspections:

- Motor Vehicle Collision (24-month pilot project)
- Outdoor Burns (not following outdoor guidelines)
- False Alarms (preventable cause)
- Hazardous Materials Response
- Industrial and Commercial Inspections
- Apartment / Office Inspections
- Property File / Fire Reports
- Fire Extinguisher Training
- Fire Works Permit (large displays)

CYFS completed an analysis of various fire departments located throughout York Region, Peel Region, Durham Region and Simcoe County. Within the analysis, CYFS collected information on what fire departments are cost recovering for their services. See tables below for the following data.

York Region Fire Service	Gas Leaks	Elevator	Drug Labs	Hydro Lines	Post Fire
Georgina	No	No	Yes	No	No
East Gwillimbury	No	No	No	No	No
Whitchurch/Stouffville	Yes	No	No	No	No
King	No	No	No	Yes	No
Vaughan	No	No	Yes	No	Yes
Markham	Yes	No	Yes	No	No
Richmond Hill	No	No	Yes	No	No
Central York Fire Services	No	No	No	No	No

Peel Region Fire Service	Gas Leaks	Elevator	Drug Labs	Hydro Lines	Post Fire
Brampton	Yes	Yes	Yes	No	No
Mississauga	Yes	Yes	Yes	No	No
Town of Caledon	Yes	No	Yes	Yes	No

Durham Region Fire Service	Gas Leaks	Elevator	Drug Labs	Hydro Lines	Post Fire
Uxbridge	Yes	No	Yes	Yes	Yes
Brock	No	No	Yes	Yes	No
Scugog	Yes	No	Yes	Yes	No
Whitby	Yes	No	Yes	No	No
Clarington	No	No	No	No	No
Ajax	Yes	Yes	No	No	No
Pickering	No	No	No	No	No
Oshawa	Yes	No	No	No	No

Simcoe County Fire Service	Gas Leaks	Elevator	Drug Labs	Hydro Lines	Post Fire
Springwater	n/r	n/r	n/r	n/r	n/r
Essa	No	No	Yes	No	No
Barrie	Yes	Yes	Yes	No	No
New Tecumseth	Yes	No	Yes	No	Yes
Bradford	Yes	Yes	Yes	No	No
Orillia	No	No	No	No	No
Innisfil	Yes	No	Yes	Yes	Yes

Throughout 2019, CYFS collected data on the following incidents. The analysis was undertaken in order to evaluate the number of incidents that could be cost recovered.

Central York Fire Services	2019 Incident Numbers	Cost per Fire Truck	Admin Fee	Total Estimated Revenue
Natural Gas Leaks	67	\$485.00	\$25.00	\$34,000
Hydro Incidents	13	\$485.00	\$25.00	\$6,500
Drug Labs / Grow Ops & Clandestine Labs	0	\$485.00	\$25.00	\$0
Elevator Rescues	15	\$485.00	\$25.00	\$7,500
Post Fire Investigations	9 104 hours	\$485.00	\$25.00	\$50,000
	\$98,000			

Example of a Cost Recovery Incident

At a recent structure fire in spring 2020, CYFS required heavy equipment and consumables (foam) to be brought to the scene to assist with suppression and investigation activities.

Due to the fact that this by-law was not enacted, CYFS incurred the following expenses for this particular incident.

Heavy Equipment: \$1,800.00Foam (additional): \$2,600.00

• Two Fire Prevention Inspectors (20hrs): \$1,500.00 to assist Fire Marshall's Office

CYFS total cost: \$5,900.00

If CYFS applied the proposed cost recovery model, then the following items would be eligible to be cost recovered, as follows:

• Post Fire Investigation: \$485.00 per truck/hr (10hours)

• Extraordinary Expenses: \$2,600.00 (foam) and \$1,800.00 (heavy equipment)

Total CYFS recovery invoice: \$9,250.00

Financial Impact

By expanding and implementing a fee for service, CYFS will have the ability to cost recover and offset a portion of current operational costs.

- Natural Gas Leaks
- Hydro Incidents (down wires)
- Drug Labs / Grow Ops & Clandestine Labs
- Elevator Rescues (non-emergency)
- Post Fire Investigations
- Extraordinary Expenses
- Multi-purpose Smoke Alarm and Carbon Monoxide Alarms

Currently, CYFS has hired a permanent part-time person (Accounts Administrator) to oversee and manage the Motor Vehicle Collision program. This individual has been trained and is familiar with all CYFS processes for invoicing.

By expanding the cost recovery program CYFS recommends increasing the Account Administrator from 21 hours to 28 hours per week to absorb the additional workload. In consultation with Human Resources and Financial Services, the estimated cost of this position would be \$11,412 per year.

Rate	\$	25.990	\$	25.990
Hours		21.00		28.00
Gross	\$	545.79	\$	727.72
Vac Pay	\$	21.83	\$	29.11
Total	\$	567.62	\$	756.83
Weeks		52.00		52.00
Total	\$2	9,516.32	\$3	39,355.10
Benefits	\$	4,722.61	\$	6,296.82
Cost	\$3	4,238.93	\$4	45,651.91
Increase			\$:	11,412.98

By expanding the cost recovery program, revenues that are generated throughout the year would be applied into the CYFS recovery account and utilized towards future projects, as directed and approved by JCC.

Conclusion

In an effort to meet industry standards and assist with future operating costs, CYFS recommends implementing and expanding the cost recovery program to include all services identified in this report for a one-year trial period with a start date sometime in quarter 4 of 2020, but no later than January 1, 2021.

Alternatively, if JCC would like to approach a phased-in option to the cost recovery program over multiple years, CYFS recommends for the first year trial the following:

- Natural Gas Leaks
- Drug Labs / Grow Ops & Clandestine Labs
- Post Fire Investigations
- Extraordinary Expenses
- Multi-purpose Smoke Alarm and Carbon Monoxide Alarms

The following two services could be discussed in future years to determine if it should be brought into the cost recovery program:

- Hydro Incidents (down wires)
- Elevator Rescues (non-emergency)

Consultation

The Senior Fire Management Team consulted with the Town of Newmarket Finance, Human Resources, as well as, fire departments within the regions of York, Peel, Durham and Simcoe County.

Impact On The Master Fire Plan

This report has no impact on the Master Fire Plan.

Contact

Rocco Volpe, Deputy Chief Central York Fire Services

TOWN OF NEWMARKET XXXX USER FEES SCHEDULE A

Department: Fire Services Effective Date: XXXXXX

SERVICE PROVIDED	UNIT OF MEASURE	TIMELINES	SUBJECT TO HST YES/NO	2020 FEE BEFORE TAX	XXXX FEE BEFORE TAX	ADMIN FEE	HST AMOUNT	TOTAL FEE
Fire Prevention								
Apartment/Office Inspections Base Building	One to five storey premises		Υ	\$367.15	\$367.15	\$ -	\$47.73	\$414.88
Dullully	Six or more storey premises		Υ	\$489.55	\$489.55	\$ -	\$63.64	\$553.19
	Each additional unit		Υ	\$93.72	\$93.72	\$ -	\$12.18	\$105.91
	Day Care Home Inspection		Y	\$96.35	\$99.04	\$ -	\$12.88	\$111.92
	Day Nursery Inspection		Υ	\$96.35	\$99.04	\$ -	\$12.88	\$111.92
Request for Report	Faxing or Mailing Reports		Υ	\$48.17	\$49.52	\$ -	\$6.44	\$55.96
Property File Search	File Search and Response		Υ	\$94.36	\$97.00	\$ -	\$12.61	\$109.61
Retrofit Inspections (9.5, 9.6)			Υ	\$374.86	\$374.86	\$ -	\$48.73	\$423.59
Retrofit Inspections (9.8)			Υ	\$199.94	\$199.94	\$ -	\$25.99	\$225.93
Fireworks Permit Fee			N	\$108.13	\$111.16	\$ -	\$0.00	\$111.16
Post Fire Investigations	Per hour per fire unit		N	\$0.00	\$485.00	\$ 25.00	\$0.00	\$510.00
Extinguisher Training Using Classroom and Burn Pan	Per session up to 20 people with own extinguishers		Y	\$373.12	\$373.12	\$ -	\$48.51	\$421.62
Industrial & Commercial Inspection	Per single industrial unit		Υ	\$96.35	\$99.04	\$ -	\$12.88	\$111.92
	Each additional unit		Υ	\$96.35	\$99.04	\$ -	\$12.88	\$111.92
	LLBO Inspections		Υ	\$128.46	\$132.06	\$ -	\$17.17	\$149.23
Fire Protection								
Provincial Highway Accident Responses (Fire Protection Agreement)	Per hour per fire unit/flat rate		N	\$485.00	\$485.00	\$ -	\$0.00	\$485.00
Emergency Response to a motor vehicle collision (Residents and Non-Residents)	Per hour per fire unit		N	\$485.00	\$485.00	\$ 25.00	\$0.00	\$510.00
Natural Gas Leaks Response	Per hour per fire unit		N	\$0.00	\$485.00	\$ 25.00	\$0.00	\$510.00
Hydro Incidents (down hydro lines)	Per hour per fire unit		N	\$0.00	\$485.00	\$ 25.00	\$0.00	\$510.00
Drug Labs/Grow Ops/Clandestine Labs	Per hour per fire unit		N	\$0.00	\$485.00	\$ 25.00	\$0.00	\$510.00
Elevator Rescue (non-emergency)	Per hour per fire unit		N	\$0.00	\$485.00	\$ 25.00	\$0.00	\$510.00
False Alarm (preventable cause)	Per unit/per incident		N	\$465.42	\$485.00	\$ 25.00	\$0.00	\$510.00
Hazardous Materials Response	First hour per fire unit/flat rate		N	\$485.00	\$485.00	\$ 25.00	\$0.00	\$510.00
Outdoor Burning - By-law 2009-64	Per unit/per incident		N	\$0.00	\$485.00	\$25.00	\$0.00	\$510.00
Miscellaneous								
Extrordinary Expenses	see notes							
Multi-purpose Smoke and Carbon Monoxide Alarm	per unit		у	\$39.99	\$40.00	\$10.00	\$5.20	\$55.20
Paid Duty Truck Stand-by	First hour per fire unit/flat rate		N	\$485.00	\$485.00	\$ 25.00	\$0.00	\$510.00

Fire Services page 1 of 1

TYPE OF SERVICE	Data the Library transfer for Figure 1 Francisco Complete
Fire Prevention	Detailed Description for Fire and Emergency Services If Fire and Emergency services receives a request to conduct an inspection of a Apartment / Office Building or Base Building, the
Apartment/Office Inspections Base Building	property owner will be charged the fees outlined in this schedule.
Request for Report	If Fire and Emergency Services receives a request to fax, email or mail a report (i.e. standard incident report) the requestor will be charged the fees outlined in this schedule.
Property File Search	If Fire and Emergency Services receives a request for a file search and response. (i.e. file search and response letter to determine if a property has any noted violations) the requestor will be charged the fees outlined in this schedule.
Retrofit Inspections (9.5, 9.6)	If the Fire and Emergency services receives a request to conduct an inspection in accordance with Part 9 of the Ontario Fire Code, the property owner will be charged the fees outlined in this schedule.
Retrofit Inspections (9.8)	If Fire and Emergency services receives a request to conduct an inspection in Newmarket in accordance with By-law 2013-13 for the registration of Accessory Dwelling Units (ADU's) OR in Aurora in accordance with By-law 5221-10 for registration of second suites, the property owner will be charged the fees outlined in this schedule.
Fireworks Permit Fee	If Fire and Emergency services receives a request to review a Display Fireworks Permit application in Newmarket in accordance with By-law 2002-51 OR in Aurora in accordance with By-law 4736-05 the fireworks provider requesting the permit will be charged the fees outlined in this schedule.
Post Fire Investigations	In accordance with the Fire Protection and Prevention Act, all fires must be investigated to determine origin and cause. The property owner will be charged the fees outlined in this schedule.
Extinguisher Training Using Classroom and Burn Pan	If Fire and Emergency Services provides fire extinguisher training to a requestor, the following fee will be charged according to this schedule.
Industrial & Commercial Inspection	If Fire and Emergency services receives a request to conduct an inspection of a industrial or commercial unit, the property owner will be charged the fees outlined in this schedule.
Fire Protection	be charged the fees oddined in this schedule.
Provincial Highway Accident Responses	Fees and charges will be referred to the Whitchurch/Stoufville and King Fire Protection Agreements.
(Fire Protection Agreement) Emergency Response to a Motor Vehicle	
Collision (Residents and Non-Residents)	Refer to By-law 2019-60 and 2019-61, fees and charges will be charged according to this schedule.
Natural Gas Leaks Response	If Fire and Emergency Services attends an incident in response to a natural gas leak, and upon conducting an investigation, CYFS determines that due diligence was not exercised the property owner and/or party responsible shall be charged the fees stipulated in this schedule.
Hydro Incidents (down hydro lines)	If Fire and Emergency Services responds to a hydro incident (down wires), and if stand-by is required for an extended period of time (at the discretion of the Fire Chief or designate) to keep the scene safe then the local utility will be charged according to this schedule
Drug Labs/Grow Ops/Clandestine Labs	If Fire and Emergency Services is requested to stand-by and provide fire protection services to ensure the scene remains safe, the property owner will be charged the fees outlined in this schedule.
Elevator Rescue (non-emergency)	If Fire and Emergency Services attends a property in response to a stalled elevator and determine the confined individual(s) does not have an urgent medical need and is not in immediate danger as a result of the elevator being inoperative, the property owner shall be charged the fee as stipulated in this schedule.
False Alarm (preventable cause)	cause, including where there is no fire, carbon monoxide or other emergency situations. Fire and Emergency services shall charge a property owner the false alarm fee stipulated in this schedule if upon attending a property in response to the activation of a fire alarm or emergency system and it is determined it is was a false alarm. Where a false alarm is triggered as a result of work being conducted on a fire alarm or emergency system and CYFS attends to the property in response to the false alarm, the property owner shall be charged the false alarm fee stipulated in this schedule. The false alarm fee will not be charged for the first and second occurrence of the false alarm at a property, but will be charged for subsequent false alarm occurrence within the same calendar year.
Hazardous Materials Response	If Fire and Emergency Services responds to an incident or an emergency, and a hazardous material response is provided, CYFS shall charge the fees stipulated in this schedule to anyone or more of the following: the property owner, the vehicle owner insurance or directly to the vehicle owner in order to recover payment. In the event an emergency involves hazardous materials and at the scene or property, the use of combustible material, other than water and medical supplies, are used to suppress or extinguish a fire, preserve property, prevent a fire from spreading or otherwise control or eliminate and emergency, the expenses incurred by CYFS for using consumable materials shall be recovered as a fee. In the event an emergency involves hazardous materials and at the scene or property, damages or contaminations of equipment occurs, the expenses incurred by CYFS for cleaning and decontamination or replacement of equipment, as applicable, and shall be recovered as a fee. If Fire and Emergency services proceeds/responds to an incident within the calendar year, and upon investigation fire personnel
Outdoor Burning - By-law 2009-64	determine that the By-law 2009-64 is in contravention, a fee will be charged according to this schedule. 1st Response - Verbal warning by fire crew Warning and educational letter to be issued. 2nd Response - Warning and educational letter to be sent to Property owner 3rd Response and subsequent - Within calendar year the property owner shall pay the fee as per this schedule.
Miscellaneous	
Extraordinary Expenses	If Fire and Emergency Services responds to a fire or other emergency at a Property (including gas leaks, cut mains and clandestine drug operations) and determines, or the Fire Chief or his/her Designate determines, that it is necessary to retain a private contractor, or rent special equipment, or use consumable materials other than water and medical supplies, in order to suppress or extinguish a fire, preserve property, carry out investigations or prevent a fire from spreading or otherwise control or eliminate an emergency or damage equipment owned by CYFS, the Owner or responsible person, shall be charged those expenses, plus applicable taxes.
Multi-purpose Smoke and Carbon Monoxide	If Fire and Emergency Services attend the property and upon investigation it is determined that there is a faulty alarm or there is no
Alarm Deid Duty Typel, Cleard by	lalarm, then the requestor will be charged as stipulated in this schedule. For the provision of a stand-by crew and fire apparatus, other than an emergency response, for a private company, community group, developer, industry or provincial government. Stand-by location must be within CYFS jurisdiction.
Paid Duty Truck Stand-by	All fire apparatus stand-by requests are subject to availability as well as pre-approved by CYFS, the requestor will be charged the fee in this schedule.
Addition to Tax Role	Hotel Hallo de Hotel de La Companio.

Addition to Tax Role

If a property owner/party responsible who is charged a fee, under this Bylaw (Schedule A) fails to pay the fee within 90 days of the invoice date, the corporation may add the fee, including interest and administration fees to the tax role for any real property in the Towns of Aurora and Newmarket, registered in the name of the owner and collect a fee, including interest, in like manner as municipal taxes.

Delegated Authority

The Fie Chief or his designate shall have the authority to waive any fees as deemed necessary within this schedule A.



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

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

CYFS Final Budget – Fourth Quarter Staff Report to Council

Report Number: JCC-2020-05

Department(s): Joint CYFS, Financial Services

Author(s): Dawn Schellenberg, Manager, Finance & Accounting

Meeting Date: September 1, 2020

Recommendations

1. That the report entitled CYFS Final Budget Report – Fourth Quarter dated September

1, 2020 be received for information purposes.

Executive Summary

See below.

Purpose

The purpose of this report is to provide JCC with the final 2019 operating and capital results for Central York Fire Services for the period ending December 31, 2019.

Background

To provide JCC with the final 2019 operating and capital results. CYFS originally projected an operating surplus of \$1,086,692. Final audited results have brought a slightly higher surplus of \$1,100,226.

Discussion

Operating

In operating, CYFS had a surplus of \$1,100,226. Salaries and benefits were significantly under budget due to the delayed opening of Fire Station 4-5 and not yet hiring the final

CYFS Final Budget Report – Fourth Quarter Staff Report

eight firefighter positions for the seventh crew. The Wellness Program was also under budget and offset higher vehicle repairs and maintenance. The new collective agreement included an enhancement to post-retirement benefits, \$547,282 of which has not been funded to date.

As advised at the JCC meeting on March 3, 2020, the operating surplus has been 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. After finalizing the year-end results, the balance to be transferred to the Asset Replacement Fund (ARF) is \$1,993,087. This would result in a balance of \$2,263,942 in ARF prior to other 2020 transactions. A reconciliation of the two reserve funds is below.

CYFS Reserve Fund – Opening Balance	\$ 1,534,355
Plus: 2019 Surplus	\$ 1,100,226
Plus: Interest earned	\$
Tido. Interest samed	61,506
Less: Amount to be transferred to Asset Replacement Fund	93,087)
CYFS Reserve Fund – Closing Balance for 2020 Budgeted Volatile	<u>\$</u>
Expenses	<u>703,000</u>

CYFS Asset Replacement Fund – Opening Balance	\$ 84,551
Plus: Transfers from operating	\$ 1,299,600
Plus: Interest earned	\$ 10,184
Plus: Proceeds from asset disposals	\$ 32,197
Less: Transfers to capital	(\$ 1,155,677)

Plus: Transfer from Reserve Fund

CYFS Asset Replacement Fund – Closing Balance \$2,263,942

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, \$1,202,407 was spent, with the 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

The audit has been completed and the final 2019 surplus is \$1,100,226. This amount has been transferred to the Reserve Fund. \$703,000 will be maintained in reserve for the total of 2020 budgeted volatile expenditures and the balance of \$1,993,087 will be transferred to the Asset Replacement Fund.

Business Plan and Strategic Plan Linkages

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

Consultation

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

Human Resource Considerations

Not applicable.

Budget Impact

CYFS ended the year with a surplus of \$1,100,226. This amount has been transferred to the reserve fund and after leaving an amount to cover volatile expenditures in the 2020 budget, \$1,993,087 will be transferred to the Asset Replacement Fund.

Attachments

Operating Results for the twelve months ending December 31, 2019

Status of Capital Projects as of December 31, 2019

CYFS Final Budget – Fourth Quarter Staff Report

\$1,993,087

Approval

lan 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 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

CENTRAL YORK FIRE SERVICES OPERATING RESULTS

For the Twelve Months Ending December 31, 2019

	2018	2	2019 FULL			
OBJECT ACCOUNTS	ACTUAL \$	ACTUAL \$	BUDGET \$		ANCE infavourable) %	YEAR BUDGET \$
Expenses	624.270	047.400	057.007	40.740	4.000/	057.007
4011 Management Salaries 4021 Regular Salaries & Wages	634,370 14,889,721	647,168 15,090,050	657,887 15,991,105	10,719 901,055	1.63% 5.63%	657,887 15,991,105
4021 Regular Salaries & Wages 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
Sub Total Salaries and Benefits	21,229,832	21,819,036	22,804,997	985,961	4.32%	22,804,997
4216 Stationery & Office Supplies	14,554	13,277	15,300	2,023	13.22%	15,300
4217 Photocopier Lease & Supplies	4,890	4,977	7,650	2,673	34.94%	7,650
4219 Emergency Mgmt. Materials 4229 Janitorial Supplies	1,313	1,626 21,618	4,080 20,400	2,454 (1,218)	60.15% (5.97%)	4,080 20,400
4229 Janitorial Supplies 4231 Machine Oil & Fuel	27,583 130,854	108,651	107,100	(1,216) (1,551)	(5.97%)	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	152,652	122,400	(30,252)	(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	67,902	69,940	2,038	2.91%	69,940
4303 Cell Phone	25,780	33,117	30,633	(2,484)	(8.11%)	30,633
4311 Hydro	73,982	78,263	128,713	50,450	39.20%	128,713
4321 Heat 4331 Water	35,534	33,034	45,900	12,866	28.03%	45,900 45,300
4404 Consulting Services	17,699 3,000	26,271 25	15,300 61,200	(10,971) 61,175	(71.70%) 99.96%	15,300 61,200
4425 Education/Corporate Tuition Assist.	3,000	2,993	8,670	5,677	99.96% 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	30,600	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	1,095,927	0.00% 3.98%	1,299,600
Total Expenses	25,405,056	26,455,750	27,551,677	1,095,927	3.90%	27,551,677
Revenues	-	0 =0 :		0 =0 :	,	
7419 - Other Grant	7,113	2,531	-	2,531	n/a	
7431 Fire Dept. Recoveries	308,756	323,949	326,836	(2,887)		326,836
7471 Misc. Charges Total Revenues	19,432 335,301	22,380 348,860	10,000 336,836	12,380 12,024	123.80% 3.57%	10,000 336,836
Total Novellags	333,301	J-0,000	330,030	12,024	3.37 /6	330,030
Net Expenditure Before Transfers	25,069,755	26,106,890	27,214,841	1,107,951	4.07%	27,214,841
Transfers to/(from) Reserve Fund				•		
4922 Transfer to Reserve Fund	-	-	-	-	n/a	-
4923 Transfer to Reserve	437,314	-	-	-	n/a	-
7542 From Reserve Fund	-	-	(7,725)	(7,725)	100.00%	(7,725)
Net Expenditure	25,507,069	26,106,890	27,207,116	1,100,226	4.04%	27,207,116
Navymanikatia ahara (2040, 50.00), 2040, 50.05.00	15 100 110	15 270 050	16 004 004	640,000	4.040/	16 004 004
Newmarket's share (2019- 58.9%; 2018-59.35 %)	15,138,446	15,376,958	16,024,991	648,033	4.04%	16,024,991
Aurora's share (2019 - 41.1%; 2018 - 40.65 %)	10,368,624 25,507,069	10,729,932 26,106,890	11,182,125 27,207,116	452,193 1,100,226	4.04% 4.04%	11,182,125 27,207,116
	23,307,009	20,100,030	21,201,110	1,100,220	4.04%	21,201,110

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

Capital		Total Approved		Year of	Total Expenditures	Current Balance	Proposed	For	ecasted Spend	, ,				
Project Number	Project	Funding 20	2019 Budget	Original Approval		Surplus/ (Deficit)	Budget Adjustment	2019	2020	2021 and later	2020 Budget	2021 Budget	Comments	
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	(88,107)						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	(16,086)						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	100,795	(795)	795						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				
2119007	Life cycle replacement of Personal Protective Equipment	71,000	71,000	2019	37,150	33,850			33,850				Waiting for some PPE 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	
	TOTAL	\$ 15,481,261	\$ 8,320,169		\$ 2,468,104	\$ 13,013,157	\$ (111,122)	\$ -	\$ 6,416,283	\$ 6,485,752	\$ 7,447,601	\$ 6,351,601		



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

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

CYFS Budget Report – Second Quarter 2020 Staff Report to Council

Report Number: JCC-2020-04

Department(s): Joint CYFS, Financial Services

Author(s): Dawn Schellenberg, Manager, Finance & Accounting

Meeting Date: September 1, 2020

Recommendations

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

Executive Summary

See below.

Purpose

The purpose of this report is to provide JCC with the second quarter operating and capital results for Central York Fire Services for the period ending June 30, 2020.

Background

See below.

Discussion

Operating

Net expenditures are below budget by \$1,281,438 at the end of the second quarter of 2020. Revenues were \$212,960 compared to a budget of \$174,751 and include invoicing for motor vehicle collisions which were not budgeted in the startup year.

Total expenses were \$1,243,229 below budget at the end of June. Wages and benefits are well below budget. Vacant positions (12) were not filled until April 14 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 are not anticipated to be hired until sometime in 2021, to coincide with the completion of Station 4-5.

While somewhat higher at the end of the first quarter, overtime has been successfully been brought back closer to budget. 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 (\$109,778). Part-time wages reflect the addition of a staff member to process 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.

At this point in the year, vehicles repairs are below budget. This expense category has trended higher than budget in recent years and will be watched closely. 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 following chart summarizes the significant variances:

Line items	Actual	Budget	Variance
Salaries and Benefits	\$ 10,631,948	\$11,522,281	\$ 890,333
Emergency Management	61,903	2,082	-59,821
Materials			
Vehicle Repairs & Maintenance	147,289	246,585	99,296
Equipment Repairs &	38,982	66,625	27,643
Maintenance			
Hydro	36,006	65,644	29,638
Consulting Services	0	31,212	31,212
Wellness Program	0	73,950	73,950
Training	19,008	50,021	31,013
Other	1,574,698	1,694,663	119,965
Total Expenses	\$ 12,509,834	\$ 13,753,063	\$ 1,243,229
Total Revenues	\$ 212,960	\$ 174,751	\$ 38,209
Net Expenditure	\$ 12,296,874	\$ 13,578,312	\$ 1,281,438

Capital

In the first half of 2020, expenditures of \$297,863 were incurred for personal protective equipment and the replacement of auto extrication equipment. [Insert main content and include options where applicable]

Conclusion

At this point, a year-end surplus is anticipated due to staff vacancies, delays in hiring and impacts of the pandemic. It is too early to forecast the amount, however. The plan enhancement to the post-retirement benefits has not been fully funded and will impact year-end results.

Business Plan and Strategic Plan Linkages

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

Consultation

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

Human Resource Considerations

Not applicable.

Budget Impact

It is too early to project year-end results at this point. 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.

Attachments

Operating Results for the Six Months ending June 30, 2020

Status of Capital Projects as of June 30, 2020

Approval

Ian Laing, Fire Chief Central York Fire Services

Mike Mayes, CPA, CGA, DPA Director, Financial Services/Treasurer Town of Newmarket Reviewed by: Rachel Wainwright-van Kessel, CPA, CMA 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

CENTRAL YORK FIRE SERVICES OPERATING RESULTS

For the Six Months Ending June 30, 2020

Expenses 4011 Management Salaries 319,822 322,865 337,100 14,225 4.22% 4021 Regular Salaries & Wages 7,580,417 7,884,409 8,991,060 506,651 6.04% 4022 Standby/Caliback 59,429 36,594 105,315 (1,231) -1,17% 4028 WSIB Remissements 6,5424 (109,778) 109,778 109,778 109,778 4028 WSIB Remissements 6,5424 (109,778) 109,778 109,778 4028 WSIB Remissements 6,5424 (109,778) 109,778 109,778 4030 Regular Part-Time Wages 2,490 14,345 100,00% 4030 Regular Part-Time Wages 2,490 14,345 (14,193) 100,00% 4030 Regular Part-Time Wages 2,490 14,345 (14,193) 11,322,281 890,333 1,622 41,019 Regular Part-Time Wages 2,490 14,345 11,522,281 890,333 7,378 40,109 Regular Part-Time Wages 2,490 14,245 11,522,281 890,333 7,378 42,190 Regular Part-Time Wages 2,490 14,245 11,522,281 890,333 7,378 42,190 Regular Part-Time Wages 2,490 14,245 11,522,281 890,333 7,378 42,190 Regular Part-Time Wages 2,1865 2,409,739 2,674,461 2,64,668 9,90% 30,000 2,000		2019		2020 YTD (J	une 30, 2020)		2020 FULL
S	OBJECT ACCOUNTS				VARI	YEAR	
Expenses							BUDGET
4011 Management Salaries		\$	\$	\$	\$	%	\$
4021 Regular Salaries & Wages 7,580,417 7,884,409 8,391,060 506,651 6,04% 4025 Overtime 59,489 106,546 105,315 (1,231) -1.17% 4028 WSIB Reimbursements (55,424) (109,778) - 109,778 n/a 4031 Casual/Saasonal Wage - 4,4031 Casual/Saasonal Wage - 4,4031 Casual/Saasonal Wage - 4,4031 Casual/Saasonal Wage - 4,409 Direct Payroll Benefits - 4,409 MSI - 4,40		310 822	322 865	337 100	1/1 235	1 22%	674,200
4025 Vertreime			*	•	·		16,782,115
4028 Lieu Time Paid 2.059 3.679		-		-	•		36,513
4028 WSIB Reimbursements	Overtime	59,489	106,546	105,315	(1,231)	-1.17%	210,630
4031 Casual/Seasonal Wage			•	-	· · /		741,108
4035 Regular Part-Time Wages - 14,193 - (14,193) 17/s 4081 Payroll Allocations - 2,409,793 2,674,461 264,668 99.0% Sub Total Salaries and Benefits 10,224,718 10,631,948 11,522,281 890,333 7,73% 4216 Stationery & Office Supplies 4,187 6,280 7,803 1,523 19,52% 4217 Photocopier Lease & Supplies 2,180 1,613 3,900 2,087 53,51% 4219 Engregnory Mgmt, Materials - 61,903 2,002 (59,821) (2873,23%) 4229 Janitorial Supplies 12,540 9,547 10,404 857 8 2,3% 4221 Machine Oil & Fuel 50,330 37,121 54,621 17,500 32,04% 4261 Uniforms, Clothing 43,846 63,738 72,307 8,569 11,85% 4272 Vehicle Repairs & Maintenance 65,554 64,893 62,424 (2,415) (3,87%) 4273 Building Repairs & Maintenance 65,554 64,893 62,242 (2,415) (3,87%) 4278 Equipment Repairs & Maintenance 33,273 38,982 46,6625 27,643 41,49% 4299 Capital Acquisitions 17,061 14,031 35,670 21,639 60,66% 4303 Cell Phone 16,823 14,703 15,624 921 5,90% 4331 Water 16,048 9,797 7,002 1,777 (22,78%) 4475 Equication/Corporate Tuition Assist. 1,020 1,626 4,422 2,796 32,29% 4492 Capital Acquisitions 13,255 7,386 14,566 7,180 49,29% 4496 Fire Prevention Public education 8,011 434 5,562 43,414 44,414 44,415 44,416		, , ,	(109,778)	-	·		-
4091 Payroll Allocations	· ·	2,490	14 102	14,345			28,688
A109 Direct Payroll Benefits		-	14,193	_	(14,193)		-
Sub Total Salaries and Benefits 10,224,718 10,631,948 11,522,281 890,333 7.73% 4217 Photocopier Lease & Supplies 4,187 6,280 7,803 1,523 19,52% 4217 Photocopier Lease & Supplies 2,180 1,813 3,900 2,087 53,51% 4219 Emergency Mgmt. Materials - 61,903 2,082 (59,821) (2873,23%) 4231 Machine Oil & Fuel 50,380 37,121 54,621 17,500 32,04% 4281 Uniforms, Clothing 43,846 63,738 7,236 4289 Misc. 438,846 63,738 7,736 5,501 (2,205) (40,08%) 4272 Vehicle Repairs & Maintenance 65,554 64,839 62,424 (2,415) (3,87%) 4278 Equipment Repairs & Maintenance 33,273 38,982 66,625 27,643 41,49% 4289 Capital Acquisitions 17,061 14,031 35,670 21,639 60,66% 4331 Hydro 45,188 36,006 65,644 29,638 45,15% 4321 Heat 20,828 18,730 23,409 4,679 19,99% 4402 Consulting Services - 31,212 31,212 31,212 30,00% 4425 Education/Corporate Tuition Assist. 1,020 1,626 4,422 2,786 63,22% 4482 Fire Prevention Public education 8,011 434 5,202 4,768 91,66% 4463 Fire Investigation 13,855 7,386 14,566 7,180 49,29% 4474 Medical oversight 16,788 19,00% 4474 Medical oversight 16,788 19,00% 4474 Medical oversight 16,788 19,00% 4478 Configency & Con		2,315,865	2,409,793	2,674,461	264,668		5,348,923
4217 Photocopier Lease & Supplies 2,180 1,813 3,900 2,087 53,51% 4219 Emergency Mgmt. Materials - 61,903 2,082 (59,821) (2873,23%) 4229 Janitorial Supplies 12,540 9,547 10,404 857 8,23% 4221 Machine Oil & Fuel 50,380 37,121 54,621 17,500 32,04% 4261 Uniforms, Clothing 43,846 63,738 72,307 8,569 11,85% 4269 Misc. 3,876 7,706 5,501 (2,205) (40,08%) 4272 Vehicle Repairs & Maintenance 231,403 147,289 246,585 9,296 40,27% 4273 Building Repairs & Maintenance 65,554 64,839 62,424 (2,415) (3,87%) 4278 Equipment Repairs & Maintenance 33,273 38,982 66,625 27,643 41,49% 4278 Equipment Maintenance 33,273 38,982 66,625 27,643 41,49% 4303 Cell Phone 16,823 14,703 15,624 921 5,90% 4311 Hydro 45,168 36,006 65,644 29,638 45,15% 4321 Heat 20,828 18,730 23,409 4,679 19,99% 4311 Hydro 45,168 36,006 65,644 29,638 45,15% 4321 Heat 20,828 18,730 23,409 4,679 19,99% 4405 Education/Corporate Tuition Assist. 1,020 1,626 4,422 2,796 63,22% 4462 Fire Prevention 43,555 7,386 14,566 7,180 49,29% 4462 Fire Prevention 13,255 7,386 14,566 7,180 49,29% 4465 Dispatch Service 7,3950 100,00% 4471 Mileage/Parking/Tolls 971 355 1,560 1,205 77,25% 4474 Medical oversight 16,788 6,136 12,199 6,063 49,70% 4474 Medical oversight 16,788 6,136 12,199 6,063 49,70% 4474 Medical oversight 16,788 6,136 12,199 6,063 49,70% 4936 Asset Replacement Fund 649,800 699,799 699,800 1 0,00% 4936 Asset Replacement Fund 649,800 699,799 699,800 1 0,00% 4936 Asset Replacement Fund 649,800 699,799 699,800 1 0,00% 4936 Asset Replacement Fund 649,800 699,799 699,800 1 0,00% 4936 Asset Replacement Fund 649,800 699,799 699,800 1 0,00% 4936 Asset Replacement Fund 649,800 699,799 699,800 1 0,00							23,822,177
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4303 Cell Phone		735	-		15,828	100.00%	31,653
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Transfers to/(from) Reserve Fund - - - n/a 4922 Transfer to Reserve Fund - - - n/a 4923 Transfer to Reserve - - - - n/a 7542 From Reserve Fund - - - - n/a	enues	162,953	212,960	174,751	38,209	21.87%	349,503
Transfers to/(from) Reserve Fund - - - n/a 4922 Transfer to Reserve Fund - - - n/a 4923 Transfer to Reserve - - - - n/a 7542 From Reserve Fund - - - - n/a	nditure Before Transfers	11.950.389	12,296 874	13,578 312	1,281 438	9 44%	28,393,658
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	nditure	11,950,389	12,296,874	13,578,312	1,281,438	9.44%	28,393,658
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Newmarket's share (2020-58.6%; 2019-58.9%) 7,092,556 7,242,859 7,997,626 754,639 9.44% Aurora's share (2020 - 41.4%; 2019 - 41.1%) 4,857,833 5,054,015 5,580,686 526,799 9.44%	The state of the s						16,638,684 11,754,974
11,950,389 12,296,874 13,578,312 1,281,438 9.44%							28,393,658

Central York Fire Services Status of Capital Projects As of June 30, 2020

Capital	Project	Total Approved	2020 Budget	Year of	Total Expenditures	Current Balance	Proposed	For	ecasted Spendi	ing	2004 Budget	et 2022 Budget	Community
Project Number	Project	Funding	2020 Budget	Original Approval	to June 30, 2020	Surplus/ (Deficit)	Budget Adjustment	2020	2021	2022 and later	- 2021 Budget	2022 Budget	Comments
2117073	Fire Truck Replacement - 1999 Freightliner	946,000		2017	867,529	78,471	(78,471)						
2116079	Fire Truck Replacement - 97-02	800,000		2016	786,160	13,840	(13,840)						
2116074	Station 4-5 Design & Construction	12,650,000	6,226,601	2016	356,257	12,293,743		6,226,601	6,067,142		6,067,142		Aurora is managing the design and construction. An additional \$917,727 will be requested in the 2021 budget.
2118072	New Fire Engine - Stn. 4-5	985,000	985,000	2018	-	985,000	-	985,000					
2119005	Replace Auto Extrication Equipment	165,000	165,000	2019	110,475	54,525	-	54,525					
2119006	Hazmat Truck	950,000		2019	-	950,000		-	950,000				
2119007	Life cycle replacement of Personal Protective Equipment	71,000		2019	58,592	12,408		12,408					
2119008	Master Fire Plan	125,000	125,000	2019	-	125,000		125,000					
2119009	Personal Protective Equipment & Uniforms - New Recruits	71,000	71,000	2019	-	71,000	-	71,000					
2120001	4 Light Prevention Vehicles	150,000	150,000	2020	-	150,000	-	150,000					
2120002	Life cycle replacement of PPE	80,000	80,000	2020	64,400	15,600	-	15,600					
2120003	Station 4-5 Equipment	125,000	125,000	2020	-	125,000		125,000					
2120004	Replacement of Mobile Data Terminals	40,000	40,000	2020	-	40,000	-	40,000					
2120005	Replacement Recruits' PPE & Uniforms	120,000	120,000	2020	89,663	30,337	-	30,337					
	TOTAL	\$ 17,278,000	\$ 8,087,601		\$ 2,333,076	\$ 14,944,924	\$ (92,311)	\$ 7,835,471	\$ 7,017,142	\$ -	\$ 6,067,142	\$ -	



CENTRAL YORK FIRE SERVICES

CYFS Draft 2021 Operating and Capital Budgets

Joint CYFS & Corporate Services/Finance Services Report

Report Number: JCC-2020-06

To: Joint Council Committee

Author: Central York Fire Services

Meeting Date: Tuesday, September 1, 2020

Recommendations

- 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.

Comments

Purpose:

The purpose of this report is to provide an overview of the Operating and Capital Budget requests for 2021. As JCC has not had sufficient time to review the information, and the next JCC meeting would be too late to fit into the municipal budget processes, a special meeting to review the 2021 draft budgets is being requested.

Background

DRAFT BUDGETS

Operating Budget

The proposed 2021 operating budget includes the following targets endorsed by Newmarket Council which are lower than those included in the 10 year forecast:

10 Year Forecast

Newmarket Council Target Reduction

Base	\$616,000	\$525,000	\$ 91,000
Growth	\$513,000	\$258,000	\$255,000
ARF	\$200,000	<u>\$100,000</u>	\$100,000
Total	\$1,329,000	\$883,000	\$446,000

Wages and benefits

Based on the most recent contract, sufficient provision has been included for wages. There is still an unfunded liability in the amount of \$547,282, due to a plan enhancement to post-retirement benefits included in the 2019 settlement. This does not require immediate attention and plans are being made to address it in future budgets.

Overtime

Efforts to manage overtime have been successful, particularly due to the annual hiring of 4 additional firefighters to ramp up to the compliment required for the seventh crew for the new fire station. Overtime in 2019 was \$168,000 which was \$38,000 below the budget of \$206,000. At the end of the second quarter of 2020, overtime expenditures are at budgeted levels and the goal is to remain on or near the 2020 budgeted level of \$211,000. The 2021 budget request, adjusted for inflation, is \$217,143.

New hires

2 new firefighter positions are budgeted in 2021. In an effort to follow previous staffing plans using a phased approach, CYFS is requesting to implement a 10 year recruitment staffing plan for future consideration of 20 additional firefighters for the possibility of future development and construction of a sixth fire station. The budget includes CYFS undertaking a new Fire Master Plan in 2021, in which staffing will be addressed. The budget also includes annualization for the remaining 25% of the salaries and benefits for the 4 new firefighters budgeted in 2020.

Fleet Maintenance

The Fire fleet is costly to maintain and actual expenses have challenged the budgets most years. This was the case once again in 2019, with actual expense exceeding the budget by \$129,000. At the end of the second quarter, expenses are below budget due to lower call volumes attributed to the pandemic. An inflationary increase was added in the 2020 budget to bring the annual budget request to \$493,170. Also, there is more work being done at Operations due to another position being hired (less work going to outside vendors).

Support costs

The Town of Newmarket allocates a proportional share of its overhead costs to CYFS. This includes a share of human resources, payroll, accounting, procurement, legal, insurance, and communications. These costs have been increased by 2.5% and include the costs for the new IT position hired in 2019. Support costs as a percentage of total expenses remain at 4.0%.

Infrastructure Levy / Asset Replacement Fund (ARF)

CYFS / Finance Report 2017-14, Capital and Asset Replacement Fund Forecast, presented options to JCC on how to deal with the infrastructure deficit. The contributions to the Asset Replacement Fund were increased by \$200,000 in 2018 and 2019 to meet the requirements as set out in the capital budget and the asset management plan. In the 2020 budget discussions, JCC modified the annual increase to \$100,000 on a go forward basis.

As part of the update to the last 10 year forecast, asset replacement fund requirements will be reviewed and include the additional funding required for Station 4-5.

Training

Since 2011 CYFS has been using the former Timothy Street Operations Centre as an interim training facility. Newmarket is unable to use the land or the facility for other planned purposes, as there is no current suitable alternative location for fire training. The 2021 budget request includes an annual facility rental charge of \$31,500. This rental cost is in addition to the operating costs for the facility.

Cost Allocation

The 2020 budget reflects a 0.04% change in the cost allocation – Newmarket's share being decreased to 58.58% (2019 - 58.62%) and Aurora's share increasing to 41.42% (2019 – 41.38%). This results in a shift of \$12,000 in annual operating costs.

Future outlook

An update to the last 10 year forecast is being prepared and will take in to consideration the changes proposed in the 2021 draft budget.

Capital Budget

Replacement

Capital replacements are funded by the Asset Replacement Fund (ARF). This includes the following for 2021:

- Lifecycle replacement of Personal Protective Equipment \$180,000
- Replacement of Pumper \$750,000
- Replacement of equipment \$100,000
- Replacement of Platoon Chief vehicle \$100,000

In addition to the above new requests for 2021, the following capital requests have been carried forward to 2021:

- Replacement of Hazmat truck \$950,000
- Replacement of auto extrication equipment \$65,000

Growth

As part of the budget request for the 2 additional firefighters, personal protective equipment and uniforms for the new recruits (\$20,000) have been requested. Additional funding for the construction of Station 4-5 in the amount of \$917,727 has also been requested, with the funding to come from ARF. (Financial Services and Fire Services

report 2019-28, CYFS Reserve Fund, established the sources of funding for the new station.)

The following capital requests have been carried forward to 2021:

- Equipment for the new pumper for Station 4-5 \$125,000
- Master Fire Plan \$125,000

Reserves

Financial Services Report 2015-46 recommended a target level for the CYFS reserve fund which was largely based on volatile expenditures. This was adopted by JCC. The target for the CYFS Reserves would be \$709,791 for 2021.

It has been recommended in Financial Services Report 2019-19 that the funds in the CYFS Reserves in excess of the target be transferred to the Asset Replacement Funds to assist with their deficit position and allow for smaller increases to the Asset Replacement Fund contributions in future budgets.

IMPACT ON THE MASTER FIRE PLAN

This report is consistent with the budget methodology set out in the 2008 Master Fire Plan and it includes certain staffing recommendations from the 2014 Fire Department Master Plan Update (FDMPU) and sets the foundation for the needs of the Fire Service.

Implementation of the Fire Master Plan

The implementation staffing option selected by JCC was a phased approach over 5 years. This included hiring 4 firefighters on an annual basis and additional support staff – HR Consultant, Fire Inspector, Administrative Assistant, and IT resources. To date all positions, excluding the last 8 firefighters, have been filled.

A new Fire Master Plan is budgeted to take place in 2021.

Financial Impact

The proposed 2021 budgets are lower than the funding envelopes for the operating budget included in the current 10 year forecast which had been presented to JCC in June, 2018.

Conclusion

The 2021 budget continues to address implementation of the 2014 Fire Department Master Plan.

Consultation

This report has been prepared by the Treasurer for the Town of Newmarket in consultation with the Fire Chief. The Treasurer for the Town of Aurora has reviewed this report.

Click or tap here to enter text.

Impact On The Master Fire Plan

Operating Budget (Current and Future)

Aurora's share of the proposed operating budget is an increase of \$376,953, which is equivalent to a 0.75% tax increase.

Newmarket Council adopted a budget target for 2021 which included an additional \$521,000 (0.83% tax increase) for Fire Services. Newmarket's share of the proposed operating budget is an increase of \$506,047 (0.81% tax increase).

The difference in taxation bases, as well as the change in the allocation, account for the discrepancy in the increases.

Capital Budget

The capital budget will be within the funding envelope as outlined in the 2018 CYFS Asset Management Plan.

Contact

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

lan 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 Town of Aurora

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Attachments:

- 2021 CYFS Draft Operating Budget
- 2021 CYFS Capital Budget

CENTRAL YORK FIRE SERVICES 2021 DRAFT OPERATING BUDGET

Updated: 25/08/2020

00 1507 4000111170	2019	2020	2020 Budget	2021 Budget	Increase/(D	ecrease)
OBJECT ACCOUNTS	Actual	6 mos.Actual	Total	Total	\$	%
Expenses						
4011 Management Salaries	647,168	322,865	674,200	668,218	(5,982)	-0.9%
4021 Regular Salaries & Wages	15,090,050	7,884,409	16,782,115	17,394,961	612,846	3.7%
4024 Standby/Callback	20,641	240	36,513		(36,513)	
4025 Overtime	167,902	106,546	210,630	217,143	6,513	3.1%
4026 Lieu Time Paid	765,261	3,679	741,108	770,000	28,892	3.9%
4028 WSIB Reimbursements	(175,904)	(109,778)	-	-	- (40.000)	0.0%
4031 Casual/Seasonal Wage	20,096	-	28,688	18,000	(10,688)	-37.3%
4035 Regular Part-Time Wages	- - 202 022	14,193	- - 249 022	30,364	30,364	0.0%
4109 Direct Payroll Benefits Sub Total Salaries and Benefits	5,283,822 21,819,036	2,409,793 10,631,948	5,348,923 23,822,177	5,521,900 24,620,586	172,977 798,409	3.2% 3.4%
4216 Stationery & Office Supplies	14,982	6,280	15,606	15,606	1 90,409	0.0%
4217 Photocopier Lease & Supplies	4,977	1,813	7,803	7,803	_	0.0%
4219 Emergency Mgmt. Materials	1,626	61,903	4,162	4,885	723	17.4%
4229 Janitorial Supplies	21,618	9,547	20,808	25,808	5,000	24.0%
4231 - Machine Oil & Fuel	108,651	37,121	109,242	109,242	-	0.0%
4261 Uniforms, Clothing	131,085	63,738	144,616	136,816	(7,800)	-5.4%
4269 Misc.	9,038	7,706	11,000	15,000	4,000	36.4%
4272 Vehicle Repairs & Maintenance	610,516	147,289	493,170	493,170	-	0.0%
4273 Building Repairs & Maintenance	152,652	37,343	124,848	127,571	2,723	2.2%
4274 - Electrical Repairs & Mtc.	-	3,361	-	-	-	0.0%
4276 - HVAC Repairs & Maintenance	-	7,904	-	-	-	0.0%
4277 - Plumbing Repairs & Mtc.	-	16,231	-	-	-	0.0%
4278 Equipment Repairs & Maintenance	138,877	38,982	164,903	169,503	4,600	2.8%
4299 Capital Acquisitions	67,902	14,031	71,339	65,039	(6,300)	-8.8%
4303 Cell Phone	33,117	14,703	31,246	35,746	4,500	14.4%
4311 Hydro	78,263	36,006	131,287	131,287	-	0.0%
4321 Heat	33,034	18,730	46,818	46,818	-	0.0%
4331 Water	26,271	9,579	15,606	15,606	-	0.0%
4404 Consulting Services	25	4 000	62,424	62,424	-	0.0%
4425 Education/Corporate Tuition Assist. 4462 Fire Prevention	2,993	1,626	8,843	8,843	-	0.0%
4463 Fire Investigation	49,326 2,516	7,820 659	39,535 2,601	39,535 2,601	-	0.0% 0.0%
4464 Association Allowance	3,000	039	3,000	3,000	_	0.0%
4465 Dispatch Service	475,665	_	463,590	449,500	(14,090)	-3.0%
4466 Wellness Program	5,545	_	147,900	147,900	(14,030)	0.0%
4471 Mileage/Parking/Tolls	3.146	355	3,121	3,121	_	0.0%
4472 Memberships & Subscriptions	-	2,924	7,803	7,803	_	0.0%
4474 Medical Oversight	17,323	6,136	24,400	24,400	-	0.0%
4474 Training	99,258	19,008	100,040	100,040	-	0.0%
4478 Conferences & Seminar Fees	20,079	8,970	20,808	16,808	(4,000)	
4511 Street Snowploughing Contract	2,339	329	10,404	11,404	1,000	9.6%
4662 Contingency Account	64,469	4,172	46,818	46,818	-	0.0%
4667 Property Lease	30,600	15,606	31,212	31,500	288	0.9%
4936 Asset Replacement Fund	1,299,600	699,799	1,399,600	1,499,600	100,000	7.1%
5151- 5162 Support Cost Allocation	1,128,224	578,216	1,156,431	1,185,342	28,911	2.5%
Total Expenses	26,455,750	12,509,834	28,743,161	29,661,125	917,964	3.2%
Revenues						
7419 Other Grant	2,531	-	-	-	-	0.0%
7431 Fire Dept. Recoveries	323,949	209,503	339,503	374,467	34,964	10.3%
7471 Misc. Charges	22,380	3,458	10,000	10,000	-	0.0%
Total Revenues	348,860	212,960	349,503	384,467	34,964	10.0%
Net Eypandituras Bafara Transfera	26 406 900	12 206 974	20 202 650	20 276 659	992 000	2 40/
Net Expenditures Before Transfers Transfers to/(from) Reserve Fund	26,106,890	12,296,874	28,393,658	29,276,658	883,000	3.1%
4923 - Transfer To Reserves	_	-	_	_	_	0.0%
Net Expenditures	26,106,890	12,296,874	28,393,658	29,276,658	883,000	3.1%
	1					
Newmarket's share(2021-58.58%; 2020-58.62%)	15,376,958	7,208,427	16,644,362	17,150,410	506,047	3.0%
Aurora's share(2021-41.42%; 2020-41.38%)	10,729,932	5,088,446	11,749,296	12,126,249	376,953	3.2%
	26,106,890	12,296,874	28,393,658	29,276,658	883,000	3.1%

2021 CAPITAL BUDGET

FIRE SERVICES

Project Description	Decision Pkg No.
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EXPENDITURES	FINANCING								
Total Cost	Asset Replace. Fund	Develop. Charges	Reserves & Reserve Funds	Operating Fund	Other	Remarks			

Central York Fire Services

Personal Protective Equipment & Uniform for 2 new recruits (Stn 4-6)	CYFS 1
Fire Truck Replacement - 06-15 Pumper LaFrance	CYFS 2
Replacement of Platoon Chief Vehicle - CH45	CYFS 3
Replacement of Equipment	CYFS 4
Lifecylce Replacement of Personal Protective Equipment	CYFS 5
Station 4-5 Additional Funding	CYFS 8

20,000		20,000		
750,000	750,000			
100,000	100,000			
100,000	100,000			
180,000	180,000			
917,727	917,727			

Total - Cent	tral York Fire Services	

\$ 2,067,727	\$ 2,047,727	\$ 20,000	\$ -	\$ -	\$ -	