



AGENDA

Central York Fire Services - Joint Council Committee

Tuesday, November 7, 2017 at 9:30 AM

Holland Room, Town of Aurora

Additions & Corrections to the Agenda

Declarations of Pecuniary Interest

Presentations

1. **Central York Fire Services Station 4-5 Presentation**
Thomas Brown Architects Inc.

Deputations

Approval of Minutes

2. **Central York Fire Services – Joint Council Committee Meeting Minutes of September 26, 2017** Page 1
3. **Central York Fire Services – Joint Council Committee (Special Budget) Meeting Minutes of October 25, 2017** Page 5

Items

4. **Central York Fire Services Headquarters Station 4-5** Page 8
Parks, Recreation and Cultural Services
November 7, 2017
 1. That Report no. PRCS17-039 be received; and,
 2. That the Joint Council Committee recommend approval of the design for the Central York Fire Services Station 4-5 presented by Thomas Brown Architects Inc.; and,
 3. That Joint Council Committee recommend that staff be authorized to proceed with Phase 2 of the RFP submitted by Thomas Brown Architects Inc. for the preparation of detailed drawings, specifications and tender documents in the amount of \$165,000, excluding disbursements and taxes.
5. **Outdoor Burning By-law** Page 13

Note: This item was addressed at the May 16, 2017 meeting. Councillor Twinney requested this item be reconsidered.

1. That Fire Services Report 2017-04 dated MAY 9, 2017, regarding Outdoor Burning By-law be received; and,
2. That there will be no amendments to the current Outdoor Burning By-laws 2009-64 abd Bylaw 511-09; and,
3. That an education and communication plan be implemented.

6. Forecast for Multi-Year Budget Discussion

7. Proposed Meeting Schedule for 2018

- Tuesday, January 9, 2018 – Town of Newmarket
- Tuesday, March 6, 2018 – Town of Aurora
- Tuesday, May 8, 2018 – Town of Newmarket
- Tuesday, June 26, 2018 – Town of Aurora
- Tuesday, September 4, 2018 – Town of Newmarket

New Business

Closed Session (if required)

Adjournment



MINUTES

1

Central York Fire Services - Joint Council Committee

Tuesday, September 26, 2017 at 9:30 AM

Town of Aurora, Holland Room
100 John West Way, Aurora

The meeting of the Central York Fire Services - Joint Council Committee was held on Tuesday, September 26, 2017 in the Holland Room, Town of Aurora, 100 John West Way, Aurora, Ontario.

Members Present

Newmarket:

Councillor Twinney, Chair
Councillor Hempen

Aurora:

Councillor Thompson, Vice Chair
Councillor Abel (arrived at 9:35 AM)
Councillor Mrakas

Regrets

Newmarket:

Councillor Bisanz

Staff Present

Newmarket:

B. Shelton, Chief Administrative Officer
L. Georgeff, Director of Human Resources
M. Mayes, Director of Financial Services/Treasurer
D. Schellenberg, Manager, Finance & Accounting
K. Saini, Deputy Town Clerk, Recording Secretary

Aurora:

D. Nadorozny, Chief Administrative Officer
A. Downey, Director of Parks, Recreation, and Cultural
Services (9:30 AM to 10:42 AM)

Central York Fire Services:

I. Laing, Fire Chief
C. Duval, Deputy Fire Chief
R. Volpe, Deputy Fire Chief

The meeting was called to order at 9:31 AM with Councillor Twinney in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Deputations

None.

Presentation

1. Design for the new Central York Fire Services Headquarters Station 4-5

Mr. Paul McIntosh and Mr. Chris Kubbinga, Thomas Brown Architects provided a presentation regarding the design for the new Central York Fire Services (CYFS) Headquarters Station 4-5. There was discussion regarding the preliminary space for the headquarters office, suppression staff space, equipment space, apparatus bay/service space, training/classroom space, and circulation and walls. There was discussion regarding the preliminary design for the new Station. It was noted that CYFS staff would review the preliminary design space, and provide comments to Thomas Brown Architects. Al Downey provided an update on next steps for the design space.

Moved by: Councillor Abel
Seconded by: Councillor Thompson

1. That the presentation provided by the Mr. Paul McIntosh and Mr. Chris Kubbinga, Thomas Brown Architects regarding the Central York Fire Services Headquarters 4-5 design update be received.

Carried

Approval of Minutes

2. Central York Fire Services - Joint Council Committee Meeting Minutes of May 16, 2017

Moved by: Councillor Thompson
Seconded by: Councillor Mrakas

1. That the Central York Fire Services - Joint Council Committee Meeting Minutes of May 16, 2017 be approved.

Carried

Items

3. Progress Update - Fire Station 4-5

This matter was discussed as part of item 1.

4. “Future Home of Fire Station 4-5” Signage Discussion

It was noted that a sign indicating the site is a future home of the new Fire Station would only be erected once the building’s design has been approved by Council.

5. 2017 Central York Fire Services Budget Report - Second Quarter

Moved by: Councillor Hempen
Seconded by: Councillor Thompson

1. That the Joint Central York Fire Services and Corporate Services Report - Financial Service 2017-34 dated August 21, 2017 regarding the 2017 Central York Fire Services Budget Report - Second Quarter be received for information purposes.

Carried

6. 2018 Draft Operating and Capital Budget Report

Moved by: Councillor Thompson
Seconded by: Councillor Mrakas

1. That Joint Central York Fire Services Report - Financial Services - 2017-42 dated September 13, 2017 regarding Draft 2018 Operating and Capital Budget be received and the following recommendations be adopted:
 - a. That the Joint Council Committee (JCC) receive and review the draft budgets; and,
 - b. That a special JCC meeting be called in October to finalize a recommendation to be sent to Aurora Council for review.

Carried

New Business

7. Fire Medics

Councillor Mrakas inquired about the role of fire medics and its impact to Central York Fire Services.

It was requested that this item be added to the November agenda for discussion.

Closed Session

Councillor Twinney advised that there was no requirement to resolve into a Closed Session.

Adjournment

Moved by: Councillor Abel
Seconded by: Councillor Mrakas

1. That the Central York Fire Services Joint Council Committee Meeting adjourn at 10:58 AM.

Carried

Date

Councillor Twinney, Chair



MINUTES

5

Central York Fire Services - Joint Council Committee (Special Budget)

Wednesday, October 25, 2017 at 9:30 AM

Town of Newmarket, Cane A and B
395 Mulock Drive, Newmarket

The special budget meeting of the Central York Fire Services - Joint Council Committee was held on Wednesday, October 25, 2017 in Cane A and B, Town of Newmarket, 395 Mulock Drive, Newmarket, Ontario.

Members Present

Newmarket:

Councillor Twinney, Chair
Councillor Hempen
Councillor Bisanz

Aurora:

Councillor Thompson, Vice Chair
Councillor Abel
Councillor Mrakas

Staff Present

Newmarket:

P. Noehammer, Commissioner, Development & Infrastructure Services
E. Armchuk, Commissioner, Corporate Services
M. Mayes, Director of Financial Services/Treasurer
K. Saini, Deputy Town Clerk, Recording Secretary

Aurora:

J. Gaertner Deputy Treasurer
M. Ramunno, Director of Planning Services
Director of Parks, Recreation, and Cultural Services

Central York Fire Services:

I. Laing, Fire Chief
R. Volpe, Deputy Fire Chief

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

Additions & Corrections to the Agenda

Moved by: Councillor Abel
Seconded by: Councillor Bisanz

1. That Joint Central York Fire Services/Corporate Services Report - Financial Services 2017-47 dated October 18, 2017 regarding 2017 CYFS Budget Report - Third Quarter be added to the agenda.

Carried

Declarations of Pecuniary Interest

None.

Deputations

None.

Presentation

None.

Approval of Minutes

None.

Items**1. Draft 2018 Operating and Capital Budgets - Update**

Mr. Mayes, Director of Financial Services provided an overview of the 2018 draft budget. Joint Central York Fire Services/Corporate Services Report - Financial Services Report 2017-47 was used and referenced in the discussion. There was discussion regarding budget targets, staffing, and multi-year budgeting.

Next steps regarding the budget process were discussed. It was noted that the draft budget will be presented to Aurora's General Committee, Aurora Council, Newmarket's Committee of the Whole, and finally Newmarket Council.

Moved by: Councillor Mrakas

Seconded by: Councillor Abel

1. That Joint Central York Fire Services/Corporate Services Report - Financial Services 2017-47 dated October 18, 2017 regarding 2017 CYFS Budget Report - Third Quarter be received for information purposes; and,
2. That the Joint CYFS/Corporate Services report - Finance 2017-44 dated October 10, 2017 regarding the draft 2018 Operating and Capital Budget - Update be received and the following recommendations be adopted:
 - a. That the Joint Council Committee (JCC) receive and review the draft budgets; and,
 - b. That the October 25, 2017 JCC Meeting be used to finalize a recommendation to be sent to Aurora Council for review and then to Newmarket Council for approval.

Carried

New Business

None.

Closed Session

Councillor Twinney advised that there was no requirement to resolve into a Closed Session.

Adjournment

Moved by: Councillor Abel
Seconded by: Councillor Bisanz

1. That the Special Budget Central York Fire Services Joint Council Committee Meeting adjourn at 9:52 AM.

Carried

Date

Councillor Twinney, Chair



Town of Aurora

Joint Council Committee Report No. PRCS17-039

Subject: Central York Fire Services Headquarters Station 4-5

Prepared by: Allan D. Downey, Director of Parks, Recreation and Cultural Services

Department: Parks, Recreation and Cultural Services

Date: November 7, 2017

Recommendation

1. That Report No. PRCS17-039 be received; and
2. That Joint Council Committee recommend approval of the design for the Central York Fire Services Station 4-5 presented by Thomas Brown Architects Inc.; and
3. That Joint Council Committee recommend that staff be authorized to proceed with Phase 2 of the RFP submitted by Thomas Brown Architects Inc. for the preparation of detailed drawings, specifications and tender documents in the amount of \$165,000, excluding disbursements and taxes.

Executive Summary

This report is to seek approvals for conceptual design and to proceed with Phase 2 of the project:

- Several Task Force meetings have taken place
- Alternative designs were presented and evaluated
- Two storey concept was recommended by the Task Force to the Joint Council Committee
- Refinement of the concept design has been ongoing
- Task Force recommends to the Joint Council Committee that the concept design be approved and the project proceed to Phase 2
- The project continues to be within acceptable budget tolerances subject to a final design cost estimate
- Next steps upon receiving Joint Council Committee recommendations are presentations and approvals from the Town of Aurora Council and the Town of Newmarket Council
- Public awareness and communication strategy will initiate once approvals of Phase 2 is received

Background

Town of Aurora Council approved Report PRCS17-008 on March 28, 2017 engaging the services of Thomas Brown Architects Inc.

A Facility Task Force was also established to oversee the project and provide input into the design and guide the process.

Analysis

Several Task Force meetings have taken place

The Architect has met with members of the Task Force on Fire Headquarters Station 4-5 on August 1st, September 11th and October 17th. In addition, they have met with the Fire Chief and his staff on several occasions to obtain input and requirements for the facility.

Alternative designs were presented and evaluated

The Architect was tasked to present alternative designs for the facility as part of their design exercise. The alternative designs considered are one storey and two storey concepts as well as alternative site considerations of the proposed facility.

These alternatives were presented, along with preliminary cost estimates, to the Task Force. The Task Force recommended a two storey concept with responding fire vehicles entering onto Earl Stewart Drive.

Two storey concept was recommended by the Task Force to the Joint Council Committee

On September 26, 2017, Thomas Brown Architects Inc. presented the alternative concepts and the recommended two storey concept, with associated cost estimates to the members of the Joint Council Committee.

Members provided input at the meeting as well as being provided an opportunity to contact the Fire Chief with any concerns or issues they had with the concept presented or request additional information.

Approvals were not requested at that meeting.

Refinement of the concept design

Following the JCC presentation on September 26, 2017, the Architect and the Fire staff have continued to meet and refine the design. The facility Task Force were presented with these design refinements on October 17, 2017. Preliminary cost estimates were also provided at that meeting for review.

Task Force recommends to the Joint Council Committee that the concept design be approved and the project proceed to Phase 2

The Task Force is satisfied that the concept design has reached a stage where approval could be recommended that the preliminary cost estimates are aligned with the budget. Phase 2 of the project as outlined in the RFP engages the architect to complete a detailed design, construction drawings and specifications and preparation of tender documents. Completion of Phase 2 is estimated to take 5-6 months.

The project continues to be within acceptable budget tolerances subject to a final design cost estimate

At this point in the design phase, preliminary budget estimates are slightly over budget; however, several items within the overall budget are only estimated and, as the project details become more refined, so will the budget estimates.

Staff are confident that the project can be delivered at this time within the approved overall budget.

Next steps upon receiving Joint Council Committee recommendations are presentations and approvals from the Town of Aurora Council and the Town of Newmarket Council

This being a joint project, the Joint Council Committee recommendations will require approval from both Aurora and Newmarket Council's. Council approval is required to authorize staff to proceed to Phase 2 and acceptance of the concept changes. The Architect will be asked to make a presentation to each Council as part of this approval process.

Public awareness and communication strategy will initiate once approvals of Phase 2 is received

The RFP includes the creation and erection of a sign on the site selected for this facility. In addition, an on-line communication strategy will commence to inform the public of the project and track its progress. Public inquiries will also be responded to as part of this on-line communication strategy.

Advisory Committee Review

None required.

Financial Implications

Approved total budget is \$11,000,000.

Estimated construction contract	8,408,545
- 27,569 sq ft @ \$305/sq ft	
- includes site servicing to landscaping	
- includes prefab shed for training area	250,000
Total construction contract	8,658,545
Project management fees	300,000
Architectural fees @ 7%	600,000
Permits	50,000
Provision for adverse soils	200,000
Allowance for training props	100,000
Escalation provision	260,000
Owners contingency	875,000
Estimated total project cost - Class C Estimate	11,043,545
All amounts include the non-refundable HST components.	

Communications Considerations

Communications strategy will commence upon approval to proceed with Phase 2 of the project.

Link to Strategic Plan

Firehall 4-5 Task Force Terms of Reference supports the Strategic Plan Goal of Supporting an Exceptional Quality of Life for All by encouraging an active and healthy lifestyle. Leverage partnerships with local boards, chambers and business organizations to promote Aurora as a preferred location for business.

Alternative(s) to the Recommendation

None.

Conclusions

The project continues to proceed on budget and on schedule. Staff recommend proceeding to the engagement of the Architect for Phase 2 of the RFP in the amount of \$165,000.


Attachments

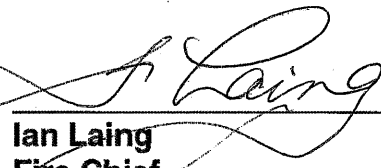
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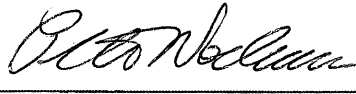
Previous Reports


None.

Pre-submission Review**Departmental Approval**


Allan D. Downey
Director, Parks, Recreation and Cultural
Services
Town of Aurora


Ian Laing
Fire Chief
Central York Fire Services


Robert Shelton
Chief Administrative Officer
Town of Newmarket


for Doug Nadorozny
Chief Administrative Officer
Town of Aurora



CENTRAL YORK FIRE SERVICES

May 9, 2017

Fire Services Report

To: Joint Council Committee

Origin: Central York Fire Services - Deputy Chief Robert Comeau

Subject: Outdoor Burning By-law

RECOMMENDATIONS

THAT Fire Services Report - 2017-04 dated May 9, 2017, regarding Outdoor Burning By-law be received; and

AND THAT there will be no amendments to the current Outdoor Burning By-laws 2009-64 and By-law 5111-09

AND THAT an education and communication plan be implemented.

COMMENTS

The purpose of this report is to provide an update to Central York Fire Services Joint Council Committee regarding CYFS Outdoor Burning By-laws 2009-64 and 5111-09 with respect to excessive smoke affecting neighbouring properties.

At a Joint Council Committee meeting on January 10, 2017, staff were directed to review both by-laws regarding open burning provisions. Staff reached out to the seven Municipal Fire Departments and the results indicate that outdoor burning is permitted in many of the surrounding municipalities, however, it is restrictive and must be done in a fire pit or non-combustible appliance.

The Ontario Fire Code permits open-air burning on any property for the purposes as outlined below in the Ontario Fire Code Article, this does not include open air burning for personal warmth:

Ontario Fire Code Article 2.4.4.4. States:

(1) Open-air burning shall not take place unless:

- (a) It has been approved, or
- (b) The open-air fire consists of a small, confined fire that is
 - (i) Used to cook food on a grill, barbecue or spit,

- (ii) Commensurate with the type and quantity of food being cooked, and
- (iii) Supervised at all times.

(2) Sentence (1) does not apply to the use of an appliance that:

- (a) meets the requirement of the Technical Standards and Safety Act, 2000,
- (b) is for outdoor use,
- (c) if assembled, has been assembled in accordance with the manufacturer's instructions, and
- (d) if installed, has been installed in accordance with the manufacturer's instructions.

EDUCATION

Staff acknowledges that open air burning can create environmental concerns such as poor air quality which may lead to public health concerns. Staff will undertake a communication and education program including brochures, which will include do's and don'ts of burning materials which creates the smoke. Information can also be delivered through the Towns website and social media pages which will include public service announcements.

If any amendments to the current by-laws occur a public information centre regarding the changes will need to be hosted in both municipalities.

BUDGET IMPACT

There is no immediate financial impact with respect to this report. Currently each call regarding outdoor burning, the cost associated with each emergency response is often absorbed by the municipality.

CONSULTATION

Information was also gathered from the seven York Regions' Fire Services. Richmond Hill Fire Services advised that they tried using an inspection order to prevent a property owner from burning with excessive smoke and the order was rescinded by the Ontario Fire Marshalls Office.

IMPACT ON THE MASTER FIRE PLAN

There is no impact on the Master Fire Plan.

CONTACT

Fire Chief Ian Laing



Ian Laing, Fire Chief
Central York Fire Services