



**CENTRAL YORK FIRE SERVICES  
JOINT COUNCIL COMMITTEE  
TUESDAY, OCTOBER 1, 2013 AT 10:30 A.M.  
TOWN OF NEWMARKET, CANE A & B  
MINUTES**

A meeting of the Joint Council Committee was held on Tuesday, October 1, 2013 at 10:30 a.m. in the Cane Room at the Town of Newmarket Municipal Offices, 395 Mulock Drive.

**Members**

**Present:** Newmarket: Councillor Emanuel  
Councillor Twinney  
**Absent:** Councillor Kerwin

Aurora: Councillor Abel  
Councillor Ballard  
Councillor Gallo

**Staff:** Newmarket: R. Shelton, Chief Administrative Officer (10:35 to 11:15 a.m.)  
M. Mayes, Director of Financial Services/Treasurer  
(10:40 to 11:25 a.m.)  
L. Georgeff, Director of Human Resources  
(10:45 to 11:25 a.m.)  
L. Lyons, Deputy Clerk

Aurora: N. Garbe, Chief Administrative Officer (10:35 to 11:10 a.m.)

**Absent:** D. Elliott, Director of Corporate & Financial Services/Treasurer

**CYFS:** I. Laing, Fire Chief  
P. Leslie, Deputy Fire Chief  
R. Comeau, Deputy Fire Chief

The meeting was called to order at 10:35 a.m.

Councillor Twinney in the Chair.

**ADDITIONS TO AGENDA**

The Fire Chief requested that a verbal Station Renovation Update be included as an addition to the agenda.

**DECLARATIONS OF INTEREST**

None.

**1. JOINT COUNCIL COMMITTEE MINUTES – OCTOBER 1, 2013 – ITEM 1**  
**APPROVAL OF MINUTES**

Joint Council Committee Minutes of September 3, 2013.

**Moved by Councillor Emanuel**  
**Seconded by Councillor Ballard**

**THAT the Joint Council Committee Minutes of September 3, 2013 be approved.**

**CARRIED**

**2. JOINT COUNCIL COMMITTEE MINUTES – OCTOBER 1, 2013 – ITEM 2**  
**APPROVAL OF (CLOSED SESSION) MINUTES**

Joint Council Committee (Closed Session) Minutes of September 3, 2013.

**Moved by Councillor Gallo**  
**Seconded by Councillor Emanuel**

**THAT the Joint Council Committee (Closed Session) Minutes of September 3, 2013 be approved.**

**CARRIED**

**3. JOINT COUNCIL COMMITTEE MINUTES – OCTOBER 1, 2013 – ITEM 3**  
**FIRE SERVICES REPORT 2013-07**  
**TRAINING DIVISION STATUS REPORT**

Fire Services Report 2013-07 dated September 24, 2013 regarding Training Division Status Report.

**Moved by Councillor Emanuel**  
**Seconded by Councillor Abel**

**THAT Fire Services Report 2013-07 Training Division Status Report dated September 24, 2013 be received for information purposes.**

**CARRIED**

**4. JOINT COUNCIL COMMITTEE MINUTES – OCTOBER 1, 2013 – ITEM 4**  
**VERBAL REPORT – STATIONS 4.1 AND 4.2 RENOVATION UPDATE**

The Fire Chief provided a verbal update regarding proposed renovations to Station 4-2 and advised that the Class D cost estimate is within plus or minus 20% of the approved funding level. He further advised that the Class D cost estimate for proposed renovations to Station 4-1 have not yet been received, however it would appear the scope will exceed the approved level of funding.

Moved by Councillor Emanuel  
Seconded by Councillor Ballard

THAT the matter of the proposed station renovations be deferred to a special or regular meeting of CYFS – Joint Council Committee when the Class D cost estimate is received for Station 4-1;

AND THAT other budgeting options be considered by Newmarket Council.

**CARRIED**

The Committee was advised that a Closed Session was not required at this time.

**5. JOINT COUNCIL COMMITTEE MINUTES – OCTOBER 1, 2013 – ITEM 5**  
**NEW BUSINESS**

- a) The Fire Chief thanked everyone involved with the CYFS Open House recently held in Aurora that attracted approximately 1400 people. He advised that the Newmarket Open House is scheduled for October 5, 2013.
- b) The Fire Chief advised of a recent complaint regarding the use of chimineas and he informed the Committee that such units are in compliance with the Fire Code.
- c) The Fire Chief advised that a Habitat for Humanity theme build for Emergency Services in York Region will take place in the fall of 2014 and the house will be equipped with a sprinkler system.
- d) The Fire Chief advised that a general session to discuss the Master Fire Plan is scheduled for October 16, 2013 at the Training Centre located at 623 Timothy Street and should anyone wish to attend to advise him.

Moved by Councillor Emanuel  
Seconded by Councillor Ballard

THAT the New Business items listed a) through to d) be received.

**CARRIED**

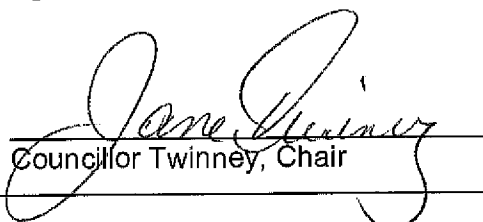
Moved by Councillor Ballard  
Seconded by Councillor Gallo

THAT the meeting adjourn.

**CARRIED**

There being no further business, the meeting adjourned at 11:25 a.m.

Nov. 5, 2013  
Date

  
Councillor Twinney, Chair



**CENTRAL YORK FIRE SERVICES  
JOINT COUNCIL COMMITTEE  
TUESDAY, SEPTEMBER 3, 2013 AT 10:30 A.M.  
TOWN OF AURORA, LEKSAND ROOM  
MINUTES**

A meeting of the Joint Council Committee was held on Tuesday, September 3, 2013 at 10:30 a.m. in the Leksand Room at the Town of Aurora Municipal Offices, 100 John West Way.

Members Present:   Aurora:       Councillor Abel  
  Councillor Ballard  
  Councillor Gallo

                          Newmarket: Councillor Emanuel  
  Councillor Kerwin  
  Councillor Twinney

Staff:               Aurora:       D. Elliott, Director of Corporate & Financial Services/Treasurer  
  N. Garbe, Chief Administrative Officer

                          Newmarket: R. Shelton, Chief Administrative Officer  
  M. Mayes, Director of Financial Services/Treasurer  
  L. Lyons, Deputy Clerk

CYFS:               I. Laing, Fire Chief  
  R. Comeau, Deputy Fire Chief

The meeting was called to order at 10:35 a.m.

Councillor Gallo in the Chair.

**ADDITIONS TO THE AGENDA**

None.

**DECLARATIONS OF INTEREST**

None.

**1.    **JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2013 – ITEM 1**  
      **CHAIR AND VICE-CHAIR APPOINTMENTS****

Election of Chair and Vice-Chair for remainder of term of Council. The floor was opened for nominations of Chair.

**Moved by Councillor Emanuel  
Seconded by Councillor Ballard**

**THAT Councillor Twinney be appointed as Chair of Central York Fire Services – Joint Council Committee for the remainder of the term of Council.**

**CARRIED**

The floor was opened for nominations of Vice-Chair.

**Moved by Councillor Twinney  
Seconded by Councillor Kerwin**

**THAT Councillor Abel be appointed as Vice-Chair of Central York Fire Services – Joint Council Committee for the remainder of the term of Council.**

**CARRIED**

Councillor Gallo agreed to continue as Chair for the remainder of the meeting.

**2. JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2013 – ITEM 2  
APPROVAL OF MINUTES**

Joint Council Committee Minutes of May 14, 2013 and May 23, 2013.

**Moved by Councillor Twinney  
Seconded by Councillor Kerwin**

**THAT the Joint Council Committee Minutes of May 14 and May 23, 2013 be approved.**

**CARRIED**

**3. JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2013 – ITEM 3  
APPROVAL OF (CLOSED SESSION) MINUTES**

Joint Council Committee (Closed Session) Minutes of May 14, 2013.

**Moved by Councillor Emanuel  
Seconded by Councillor Twinney**

**THAT the Joint Council Committee (Closed Session) Minutes of May 14, 2013 be approved.**

**CARRIED**

**4. JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2013 – ITEM 4  
JOINT CENTRAL YORK FIRE SERVICES AND CORPORATE SERVICES REPORT –  
FINANCIAL SERVICES 2013-32  
2014 BUDGET RECOMMENDATIONS**

Joint Central York Fire Services and Corporate Services Report – Financial Services 2013-32 dated August 22, 2013 regarding 2014 Budget Recommendations.

The Director of Financial Services/Treasurer (Newmarket) provided an overview of the report and advised that all comments were received and incorporated and that a 9.7% increase to the Fire Services budget will be presented to Newmarket Council at a Special Committee of the Whole (Budget) meeting scheduled for September 16, 2013.

Discussion ensued regarding various budget items. The Fire Chief advised that the Central York Fire Services training facility will be available for use in 2014. He also provided clarification regarding several capital budget items such as the replacement of a light vehicle which is five years old to avoid vehicle repair costs as well as access control locks required to improve security at the three stations.

**Moved by Councillor Emanuel  
Seconded by Councillor Twinney**

**THAT Joint CYFS/Corporate Services Report – Financial Services 2013-32 dated August 22, 2013 regarding 2014 Budget Recommendations be received and that the Central York Fire Services draft 2014 operating and capital budgets be approved with the following amendments:**

- 1. THAT the property lease for the Training Facility be removed from the base operating budget;**
- 2. THAT the position of Chief Training Officer be deferred;**
- 3. THAT the position of Fire Prevention Officer be deferred;**
- 4. THAT the change to the Administrative Position to full-time be deferred;**
- 5. THAT the purchase of water softeners for each Fire Station be deferred;**
- 6. THAT the Portacount Fit Testing Machine costs be adjusted;**
- 7. THAT the access control locks purchase for all Stations and Training Centre be deferred;**
- 8. THAT the outdoor electronic display signs purchase be deferred.**
- 9. THAT the purchase of a replacement light vehicle be deferred;**

**CARRIED**

Moved by Councillor Ballard  
Seconded by Councillor Abel

THAT a Training Officer position be included in the 2014 Central York Fire Services Budget.

MOTION LOST

Moved by Councillor Abel  
Seconded by Councillor Ballard

THAT one electronic display sign purchase be included in the 2014 Central York Fire Services Budget.

MOTION LOST

**5. JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2013 – ITEM 5  
FIRE SERVICES REPORT 2013-03  
MASTER FIRE PLAN UPDATE**

Fire Services Report 2013-03 dated August 1, 2013 regarding the Master Fire Plan Update.

The Fire Chief provided an overview of the report. Discussion ensued regarding hosting public workshops and community information open houses regarding the Master Fire Plan. The Fire Chief advised that he would provide JCC members with the actual additional costs from Dillon Consulting regarding the Council Workshops and/or Community Information Open Houses.

**Moved by Councillor Ballard  
Seconded by Councillor Kerwin**

- 1. THAT Fire Services Report 2013-03 Master Fire Plan (MFP) Update dated August 1, 2013 be received for information purposes;**
- 2. AND THAT staff be directed to work with Dillon Consulting to assist with the Master Fire Plan Update;**
- 3. AND THAT one public workshop/community open house be scheduled with both communities to obtain public feedback regarding the Master Fire Plan.**

**CARRIED**

**6. JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2013 – ITEM 6  
FIRE SERVICES REPORT 2013-04  
FIRE STATION 4-2 RENOVATIONS**

Fire Services Report 2013-04 dated August 7, 2013 regarding Fire Station 4-2 Renovations.

The Fire Chief advised that bids received are still being reviewed. Discussion ensued regarding the scope of work associated with the renovations to the Fire Station and the feasibility of shared costs and merged facilities between the two municipalities. The Fire Chief advised that he is currently working with Procurement Services and the consultants in an effort to obtain a viable floor plan of projected renovations before a Class D cost estimate can be completed.

Recommendation 2 contained in Fire Services Report 2013-04 dated August 7, 2013 regarding Fire Station 4-2 Renovations was replaced with the following:

“AND THAT the tender date be extended or not awarded for Station 4-2 renovations until further information is received including a cost estimate for Station 4-1 renovations;

AND THAT should the need arise a Special Joint Council Committee meeting be called regarding the Station 4-2 Renovations Tender document.”

**Moved by Councillor Ballard**

**Seconded by Councillor Kerwin**

1. **THAT Fire Services Report 2013-04 Fire Station 4-2 Renovations dated August 7, 2013 be received for information purposes;**
2. **AND THAT the tender date be extended or not awarded for Station 4-2 renovations until further information is received including a cost estimate for Station 4-1 renovations;**
3. **AND THAT should the need arise a Special Joint Council Committee meeting be called regarding the Station 4-2 Renovations Tender document.**

**CARRIED**

**7. JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2013 – ITEM 7  
FIRE SERVICES REPORT 2013-05  
EARLY BUDGET APPROVAL – RESPIRATORY PROTECTION TESTING  
EQUIPMENT**

Fire Services Report 2013-05 dated August 19, 2013 regarding Early Budget Approval – Respiratory Protection Testing Equipment.

**Moved by Councillor Emanuel**

**Seconded by Councillor Abel**

**THAT Fire Services Report 2013-05 Early Budget Approval – Respiratory Protection Testing Equipment dated August 19, 2013 be received for information purposes;**

**AND THAT early budget approval be given for this capital expense for the 2014 budget and staff be directed to proceed with purchasing the Respiratory Protection Testing Equipment, as set out herein.**

**CARRIED**



**8. JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2013 – ITEM 8  
FIRE SERVICES REPORT 2013-06  
FIRE HYDRANT COMPATIBILITY PLAN**

Fire Services Report 2013-06 dated August 21, 2013 regarding Fire Hydrant Compatibility Plan.

**Moved by Councillor Emanuel  
Seconded by Councillor Twinney**

**THAT Fire Services Report 2013-06 Fire Hydrant Compatibility Plan dated August 21, 2013 be received for information purposes;**

**AND THAT JCC request Public Works staff develop a strategic time frame to implement the Fire Hydrant Compatibility Plan to update flow rates and fire hydrant conspicuity.**

**CARRIED**

**9. JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2013 – ITEM 9  
JOINT CYFS AND CORPORATE SERVICES INFORMATION REPORT – FINANCIAL  
SERVICES 2013-28  
2013 CENTRAL YORK FIRE SERVICES BUDGET REPORT – SECOND QUARTER**

Joint CYFS and Corporate Services Information Report – Financial Services 2013-28 dated August 21, 2013 regarding 2013 Central York Fire Services Budget Report – Second Quarter.

**Moved by Councillor Emanuel  
Seconded by Councillor Ballard**

**THAT Joint CYFS and Corporate Services Information Report – Financial Services 2013-28 dated August 21, 2013 regarding 2013 Central York Fire Services Budget Report- Second Quarter be received for information purposes.**

**CARRIED**

**Moved by Councillor Twinney  
Seconded by Councillor Abel**

**THAT the Joint Council Committee resolve into a closed session for the purpose of discussing labour relations or employee negotiations (*Labour Relations Matters*).**

**CARRIED**

The Committee resolved into a Joint Council Committee (Closed Session) at 12:04 p.m.

The Minutes of the Joint Council Committee (Closed Session) are recorded under separate cover.

The Committee resumed into public session at 12:06 p.m. and the Chair reported the following from the Closed Session.

Town of Newmarket Council Extract related to Item 1 of Joint Council Committee (Closed Session) regarding a Labour Relations matter was received for information purposes.

**10. JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2013 – ITEM 10**  
**JCC 2014 MEETING SCHEDULE**

Discussion ensued regarding the 2014 meeting schedule of the Central York Fire Services – Joint Council Committee.

**Moved by Councillor Twinney**  
**Seconded by Councillor Kerwin**

**THAT the CYFS-JCC Meeting Schedule be approved subject to the inclusion of a scheduled meeting in July, September and October 2014.**

**CARRIED**

**11. JOINT COUNCIL COMMITTEE MINUTES – SEPTEMBER 3, 2012 – ITEM 11**  
**NEW BUSINESS**

- a) The Fire Chief advised that there will be an Open House on September 28, 2013 in Aurora at Station 4-4, and on October 5, 2013 in Newmarket at Station 4-1.
- b) The Fire Chief provided the JCC members with a photograph of the new aerial truck.

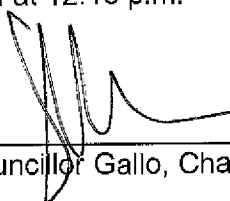
**Moved by Councillor Ballard**  
**Seconded by Councillor Emanuel**

**THAT the meeting adjourn.**

**CARRIED**

There being no further business, the meeting adjourned at 12:13 p.m.

Nov 5, 2013  
Date

  
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Councillor Gallo, Chair