



Central York Fire Services

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Housekeeping Amendments to the Consolidated Fire Agreement

Report to Joint Council Committee

Report Number: JCC-2025-01

Department(s): Legislative Services, Town of Newmarket

Author(s): Simon Granat, Legislative Coordinator, Town of Newmarket

Meeting Date: March 4, 2025

Recommendations

1. That the report entitled Housekeeping Amendments to the Consolidated Fire Agreement dated March 3, 2025 be received; and,
2. That the Joint Council Committee recommend the amendments to the Consolidated Fire Services Agreement to the Town Councils of Aurora and Newmarket; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to recommend to the Joint Council Committee (JCC) housekeeping amendments to the consolidated fire agreement between the Town of Aurora and the Town of Newmarket. These amendments are intended to align the agreement to established practice at the Joint Council Committee.

Background

In 2021, the Towns of Newmarket and Aurora updated the consolidated fire agreement (Staff Report JCC-2020-12). The proposed amendments to the consolidated fire agreement are housekeeping amendments intended to align the agreement with current Joint Council Committee practice.

Discussion

The proposed amendments are housekeeping to update the agreement to align with current practice. Proposed changes to the Agreement include the following and for reference purposes the text within the brackets refer to the sections within the Agreement:

- Clarify the definition of “Parties” (Definitions and various references throughout); and,
- Update references from the Fire Department Master Plan to the Fire Department Strategic Plan in accordance with York Region Inclusive Language Guide and best practices (Definitions, Schedule D, and various references throughout); and,
- Amend process for staffing and performance to reflect current recruitment practice (8.1, 9.2); and,
- Clarify and update the practice for the appointment of Chair and Vice-Chair bring agreement up-to-date with current practice, appointed the Chair and Vice-Chair at the beginning of the Term and at mid-term (i.e., every two-years) (Schedule A, 2 “Chair/Vice-Chair”); and,
- Clarify Duty of the Chair in reference to Members’ disclosure of conflict of interest to match practice (Schedule A, 2 “Duties of the Chair”); and,
- Update the agreement to hold meetings in hybrid mode, with the in-person option being attendance at the Town of Newmarket and that meetings are typically livestreamed on the Town of Newmarket’s website (Schedule A, 2 “Meetings”); and,
- Provide greater flexibility for the Joint Council Committee by establishing a schedule of meetings the year prior (Schedule A, 2 “Meetings”); and,
- Update Closed Session meeting exceptions updated to better align with the Municipal Act, 2001 (Schedule A, 2 “Meetings”); and,
- Amend Special Meetings notice to be called with a minimum of 24 hours’ notice, and agendas to be available five (5) days in advance of a meeting (Schedule A, 2 “Meetings”); and,
- Provide housekeeping amendments for continuance of aspects such as operational decisions, budget, cost sharing agreements made in previous years to continue (various sections throughout); and,
- Align various other provisions to the Town of Newmarket’s Procedure By-law to reduce redundancy (Schedule A, 2 “Quorum” and “Majority”), and
- Align various references with York Region’s Inclusive Language Guide (various sections throughout).

Consultation

Town of Newmarket Financial Services, Human Resources and Legal and Procurement Services, Town of Aurora and Town of Newmarket Chief Administrative Officers, as well as the Town of Aurora Clerks and Central York Fire Services were consulted.

Conclusion

Updates to the Consolidated Fire Services Agreement recommended in this report are housekeeping amendments to align the Fire Services Agreement to current practice. If the Joint Council Committee consents to this report's recommendations, then the proposed amendments will be brought to the Town of Aurora and the Town of Newmarket's respective Councils for recommended adoption.

Impact on the Fire Plan

References to the Fire Department Master Plan will be updated to the Fire Department Strategic Plan in accordance with the York Region Inclusive Language Guide.

Human Resource Considerations

None.

Budget Impact

None.

Attachments

Attachment 1 – Amendments Consolidated Fire Services Agreement

Approval for Submission

Kiran Saini, Manager, Legislative Services/Deputy Clerk, Town of Newmarket

Rocco Volpe, Fire Chief, Central York Fire Services

Report Contact

For more information on this report please contact the Town of Newmarket by email at info@newmarket.ca