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Town of Aurora

**Joint Council Committee – Central York
Fire Services**

Terms of Reference

Purpose

A Joint Committee of the Municipal Councils of Aurora and Newmarket shall be formed and constituted as of January 1, 2002 for the purposes of providing and administering fire protection and preventative services for both municipalities in accordance with the Consolidated Fire Services Agreement.

Although accountable to both the Council of the Town of Aurora and the Town of Newmarket, it is the responsibility of Committee Members to make decisions which shall favour neither municipality, but will provide an equal level of service to all of the combined residents of both municipalities.

Membership

The Committee shall total six (6) Members, composed of three (3) Members of the Municipal Council of Aurora and three (3) Members of the Municipal Council of Newmarket, whose terms shall be concurrent with the term of the Councils which appointed them. No Member shall be permitted or eligible for membership for more than two (2) consecutive terms.

Quorum

In order to constitute a quorum, at least two (2) Members appointed by Newmarket and two (2) Members appointed by Aurora shall be present at all times, and all matters shall be decided by a majority vote of the Members attending, each of whom shall have one (1) vote including the Chair. In the event of a tie, the matter shall be deemed to have been denied or refused.

Majority

Any decision or recommendation of the Committee shall require the following:

- a) The concurring vote of a majority of the Members present, and
- b) A concurring vote from at least one representative of each municipality.

A tie vote is considered a defeated vote.

Term

The appointment is for a term to be determined by Council and the Member will remain in office until a new appointee has been appointed by Council.

Remuneration

None.

Duties and Functions

The Joint Council Committee for Central York Fire Services shall be delegated the following responsibilities in fulfilling the mission statement:

1. Conduct planning for the provision of effective and efficient fire and emergency services, in accordance with the Consolidated Fire Services Agreement including fire suppression, fire prevention, fire safety, education, communication, training of persons involved in the provision of fire protection services, rescue and emergency services and delivery of all these services, in a fiscally prudent manner within the municipalities;
2. Present and maintain a Fire & Emergency Services Master Plan to meet the community needs and provide strategic direction for approval of the Municipal Councils;
3. Recommend service levels, capital budgets, and operating budgets in accordance with the consolidated Fire Services Agreement and the approved Fire & Emergency Services Master Plan;
4. Administer the provision of fire services to the municipalities in accordance with the approved plans and budgets including the provision and use of facilities, equipment, human resources and programs;
5. Ensure that any agreements currently in effect relating to communications services and mutual aid with other municipalities are maintained and properly performed; and
6. Provide regular and proactive information to the Councils of the participating municipalities on the operations of the consolidated fire services.

The Committee shall make recommendations in accordance with the Consolidated Fire Services Agreement with respect to the service standards, namely:

- Fire & Emergency Services Master Plan
- Annual capital and operating budgets
- Labour contracts and amendments
- Fire communication services and mutual aid agreements
- Purchases or contracts related to fire services

Notwithstanding the above-referenced responsibilities, the Town of Newmarket shall be responsible for any negotiations and execution of agreements related to any labour relation contracts and amendments thereto.

The Committee will be responsible for coordinating the Central York Fire Services, which includes both full-time and volunteer firefighters. The Committee shall ensure the efficient and proper delivery of fire and emergency services throughout the municipal boundaries of Aurora and Newmarket in accordance with the Consolidated Fire Services Agreement and service standards approved by the Council of both municipalities including and extending to the following:

- a) Establish a program in the municipalities, which must include public education with respect to fire safety and certain components of fire prevention;
- b) Establish and maintain an annual fees for services schedule;
- c) Engage in mutual aid relationships with adjacent Fire and Emergency Services providers in York Region;
- d) Provide a tiered response to emergency events in Aurora and Newmarket;
- e) Examine the feasibility of providing fire and emergency services to other municipalities and the receipt of like services from other municipalities, subject to the collective bargaining agreement;
- f) Meet all obligations and responsibilities of Aurora and Newmarket under the Fire Protection and Prevention Act, as amended, and any regulations there under;

- g) Consider the recommendations of the Fire Marshal concerning the operation of the department and delivery of service to Aurora and Newmarket and report to the Municipal Council of the parties concerning these recommendations;
- h) From time to time as needed, participate in the process for the recruitment of a Fire Chief;
- i) Develop, with the Fire Chief, an ongoing communication process, including a quarterly report between the Department and the Municipal Councils;
- j) Review departmental organization; and
- k) Review such other matters as the Municipal Councils may determine.

Notwithstanding, the above-referenced functions, the Committee shall not interfere with any of the Fire Chief's statutory duties.

The Committee shall review and maintain a Master Fire and Emergency Services Plan that would establish and harmonize service levels throughout Aurora and Newmarket and standardize operating procedures for the department. The Committee shall be responsible for providing at no time less than the current level of service in existence for the delivery of fire and emergency services of each municipality, at the time of the effective date of this agreement.

The Committee may meet with any other municipalities that are interested, with the objective of expanding the service area of the Committee for the provision of fire and emergency services beyond Aurora and Newmarket and consolidating Regional fire and emergency services. Following such discussions, the Committee shall report to Aurora and Newmarket concerning the proposed amendments to this agreement to implement such arrangements..

Reporting

None.

Meeting Time and Location

The Committee meets on a monthly basis and the meetings in July and August are at the call of the Chair of the Committee.

Staff Support

Central York Fire Services staff will provide technical support to the Committee.

Corporate Services staff of the Town of Newmarket shall provide administrative support to the Committee and the meetings shall be governed by the Town of Newmarket's Procedural By-law