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Town of Aurora  
**Council Report**  
No. CS25-005

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**Subject:** Housekeeping Updates to the Consolidated Fire Services Agreement

**Prepared by:** Michael de Rond, Town Clerk

**Department:** Corporate Services

**Date:** March 25, 2025

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## Recommendation

1. That Report No. CS25-005 be received; and
2. That amendments to the Consolidated Fire Agreement recommended in the attached report to the Joint Council Committee be approved.

## Executive Summary

This report recommends that Council adopt housekeeping amendments to the Joint Fire Services Agreement with the Town of Newmarket.

- The proposed amendments to the Consolidated Fire Services Agreement are minor in nature and are designed to better align the agreement to the current practices of the Joint Council Committee

## Background

The Consolidated Fire Agreement between the Town of Aurora and the Town of Newmarket has been in place since 2001. The agreement established the Joint Council Committee, being a six member Committee with three members from Town of Aurora Council and three members from Town of Newmarket Council. The mandate of the committee is oversight of Central York Fire Services. In 2021, the agreement was renewed, and now staff are recommending further updates to better align the agreement to current practices of the Joint Council Committee.

## Analysis

**The proposed amendments to the Consolidated Fire Services Agreement are minor in nature and are designed to better align the agreement to the current practices of the Joint Council Committee**

The proposed amendments are outlined below. The report to Joint Council Committee and the updated wording in the agreement are attached to this report;

- Clarify the definition of “Parties” (Definitions and various references throughout).
- 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).
- Amend process for staffing and performance to reflect current recruitment practice (8.1, 9.2).
- Clarify and update the practice for the appointment of Chair and Vice-Chair to 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”).
- Clarify Duty of the Chair in reference to Members’ disclosure of conflict of interest to match practice (Schedule A, 2 “Duties of the Chair”).
- 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”).
- Provide greater flexibility for the Joint Council Committee by establishing a schedule of meetings the year prior (Schedule A, 2 “Meetings”).
- Update Closed Session meeting exceptions to better align with the Municipal Act, 2001 (Schedule A, 2 “Meetings”).
- Amend Special Meetings notice to be called with a minimum of 24 hours’ notice, and agendas to be available fivedays in advance of a meeting (Schedule A, 2 “Meetings”).
- Provide housekeeping amendments for continuance of aspects such as operational decisions, budget, cost sharing agreements made in previous years to continue (various sections throughout).
- Align various other provisions to the Town of Newmarket’s Procedure By-law to reduce redundancy (Schedule A, 2 “Quorum” and “Majority”).
- Align various references with York Region’s Inclusive Language Guide (various sections throughout).

## **Advisory Committee Review**

None

## **Legal Considerations**

Legal Services staff reviewed the proposed amendments and confirm that they are minor in nature. Staff will work with the staff from Newmarket to ensure these amendments are properly reflected in the Consolidated Fire Agreement.

## **Financial Implications**

There are no financial implications as a result of this report.

## **Communications Considerations**

There are no communications considerations as a result of this report.

## **Climate Change Considerations**

None

## **Link to Strategic Plan**

Continuously reviewing and updated the Consolidated Fire Services Agreement helps ensure good governance in the Town of Aurora.

## **Alternative(s) to the Recommendation**

1. Council provide direction.

## **Conclusions**

Staff recommend updating the Consolidated Fire Services Agreement to reflect the current practices of the Joint Council Committee.

## **Attachments**

Attachment 1 – Report to JCC as well as agreement with text changes.

## **Previous Reports**

None

## **Pre-submission Review**

Agenda Management Team review via email on March 13, 2025

## **Approvals**

Approved by Patricia De Sario, Director, Corporate Services/Town Solicitor

Approved by Doug Nadorozny, Chief Administrative Officer