



Subject: Shared Services Update – Wainfleet and Port Colborne

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2023-251

Meeting Date: December 12, 2023

Recommendation:

That Chief Administrative Office Report 2023-51 be received; and

That Council adopt the Shared Services Principles attached to this report as Appendix A; and

That Council direct Port Colborne Staff to continue exploring shared services opportunities with Wainfleet Staff.

Purpose:

This report is provided to seek Council adoption of the Shared Services Principles that will apply to shared services discussions with Township of Wainfleet staff and to seek continued direction from Council for staff to continue shared services discussions with the Township of Wainfleet.

Background:

During the last term of Council, the Province conducted a 'regional review' in numerous two-tier jurisdictions in Ontario. In Niagara, 2 facilitators interviewed a number of municipal officials including the City's Mayor and Chief Administrative Officer.

The final recommendation of the facilitator, and the Province's ultimate decision, was to avoid a Provincially-mandated restructuring and allow municipalities to administer their own service delivery changes with an emphasis on shared service delivery.

Since that time, municipal administrators in Niagara have been reviewing service delivery and exploring opportunities to share services. There is a region-wide group

meeting frequently to determine the best service delivery models for a variety of municipal services.

Staff in Wainfleet and Port Colborne believe there are also opportunities to share services as partner municipalities due to the geographic proximity of the City and Township. Earlier this year, staff and the Mayors of both municipalities met to discuss the potential for formalizing the idea of shared services.

Discussion:

While meeting with the Mayors of Wainfleet and Port Colborne, staff from both municipalities laid out a plan to enter into a memorandum of understanding (MOU) that would provide a framework where shared services would be considered when an opportunity arose from a vacant position or a change in the regulatory environment. At the same meeting, it was decided to provide an education session to both municipal councils to provide information on shared services models and to analyze some cases where shared services have been successfully implemented in other areas of Ontario.

A closed meeting of Port Colborne Council was held on September 5, 2023, and the Chief Administrative Officer was directed to enter into a MOU with the Chief Administrative Officer of the Township of Wainfleet.

A Special Joint Meeting of Port Colborne Council and Wainfleet Council was held on October 16, 2023. At the meeting, the MOU was adopted by Port Colborne Council in open session. Wainfleet Council also adopted the MOU the same day.

At the same meeting, in closed session, both Councils participated in a facilitated training session on shared services models. At the end of the meeting, staff from both municipalities were directed to develop a set of principles that would guide shared services discussions in the future and continue to identify opportunities for shared services between Wainfleet and Port Colborne.

Since the joint meeting of both Councils, staff have met several times and developed a set of principles for each Council to consider and adopt. These principles are attached as Appendix A to this report.

Staff have also continued to meet and explore opportunities for shared services and will continue to do so and present the results to both municipal Councils.

Internal Consultations:

A number of staff from various departments have been working on shared services initiatives and scanning the operating environment in search of appropriate shared services opportunities.

Financial Implications:

There are no financial implications at this time.

Public Engagement:

To date, there have only been informal discussions with Wainfleet staff. Public Engagement has not been necessary at this time.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Welcoming, Livable, Healthy Community
 - Economic Prosperity
-

Conclusion:

The City of Port Colborne and the Township of Wainfleet have entered into a Memorandum of Understanding respecting a shared services delivery model for delivering municipal programs and services.

At the direction of Council, staff from both municipalities have drafted a set of principles for Council adoption.

This report seeks adoption of these principles and staff direction to continue exploring shared services with the Township of Wainfleet.

Appendices:

- a. Appendix A – Draft Shared Services Principles

Respectfully submitted,

Scott Luey
Chief Administrative Officer
(905) 835-2900 ext. 306
Scott.Luey@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.