



Subject: Shared Services Committee Membership

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2024-95

Meeting Date: April 9, 2024

Recommendation:

That Chief Administrative Officer Report 2024-95 be received for information; and

That the Acting City Clerk be directed to collaborate with the Clerk of the Township of Wainfleet to schedule a joint closed session meeting for both Councils to discuss the details of sharing fire administration services; and

That the composition of the Joint Shared Services Committee for the City of Port Colborne and Township of Wainfleet be addressed at the joint closed session meeting; and

That the Chief Administrative Officer be directed to present an update regarding the joint closed session meeting, including the composition of the Joint Shared Services Committee and the outcome discussion on sharing fire administration services, to a future open session of Council.

Purpose:

This report is being presented to Council as requested at the Special Meeting of Council held on March 19, 2024, for Council to arrange for future consideration of the composition of the Joint Shared Services Committee with the Township of Wainfleet.

Background:

At the Special Meeting of Council on March 19, 2024, the Chief Administrative Officer presented Report 2024-83 – Fire Administration Update, which recommended establishing a Joint Shared Services Committee with the Township of Wainfleet. This

committee would be tasked with overseeing negotiations of future shared service arrangements between Port Colborne and Wainfleet.

Report 2024-83 recommended that the Chief Administrative Officers and Mayors from both municipalities be appointed to the committee. Council requested that the Chief Administrative Officer bring forward a report about adding additional Council members to the Joint Shared Services Committee to the March 26, 2024, Council Meeting. Since the deadline for adding items to the agenda for the March 26, 2024, Council Meeting had passed, the report is being brought forward at this meeting on April 9, 2024.

At the March 19, 2024, Special Meeting of Council, Port Colborne Council approved a temporary arrangement with the Township of Wainfleet to enlist the services of a Fire Chief and Deputy Fire Chief for a period of no more than 120 days.

Discussion:

After the March 19, 2024, Special Meeting of Council, senior staff from both the City of Port Colborne and the Township of Wainfleet met to discuss next steps. Given the considerable interest in the topic, senior staff recommend that a full report and proposal on sharing fire administration services be presented at a joint meeting with Councils from both the City of Port Colborne and the Township of Wainfleet in the coming weeks.

Bringing the report and proposal to a full joint meeting with both Councils present will provide all Council members in both Port Colborne and Wainfleet the opportunity to contribute and learn from the discussion on sharing fire administration services, while ensuring efficient decision making, given the short timelines ahead. The composition of the Joint Shared Services Committee is proposed to be addressed at the joint closed session meeting to ensure all members of both Councils are in agreement.

To ensure compliance with section 239 of the *Municipal Act, 2001*, and section 14 of the *Municipal Freedom of Information and Protection of Privacy Act, 1990*, the report must be considered in closed session to protect the privacy of identifiable individuals and allow for discussions regarding labour relations and the employment status of employees of both municipalities. Once both Councils have reached a consensus, an open session report will be presented at a subsequent meeting of each Council to update members of the public on the outcome of the joint meeting discussions.

Financial Implications:

There are no financial implications at this stage in the discussions surrounding shared services. When financial implications become applicable, they will be shared in a future report to Council.

Strategic Plan Alignment:

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

- Welcoming, Livable, Healthy Community
 - Economic Prosperity
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Conclusion:

Senior staff believe that greater Council involvement can be attained by presenting and discussing a shared services framework at a joint meeting of both Councils from the Township of Wainfleet and City of Port Colborne. While the details of the shared services framework must be addressed in closed session, senior staff recommend that the final details of the committee composition and shared services framework be presented at a future open session of Council.

Respectfully submitted,

Scott Luey
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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.