



**Subject: Fire Services Committee Recommendation**

**To: Council**

**From: Office of the Chief Administrative Officer**

Report Number: 2024-162

Meeting Date: August 27, 2024

---

**Recommendation:**

That Chief Administrative Officer Report 2024-162 be received; and

That a Shared Fire Services Management Oversight Committee be created and the Terms of Reference in Appendix "A" be approved; and

That Councillor Hoyle be appointed to the Shared Fire Services Oversight Committee as the Council representative; and

That Staff be directed to negotiate a Shared Services Agreement for the delivery of fire administration and management services for a term agreeable to both parties; and

That Staff be directed to negotiate and execute employment contracts for the positions of Fire Chief, Deputy Fire Chief of Community Risk Reduction & Administration and recruit a candidate for the position of Deputy Chief of Operations & Training; and

That an annual review of the shared Management team be conducted; and

That a Community Risk Assessment and Master Fire Plan be undertaken by year two of the agreement.

---

**Purpose:**

This report is being presented to Council as requested at the Joint Special Meeting of Council held on August 12, 2024, the Joint Shared Services Committee (the Committee) provided recommendations and next steps which now need to be approved and implemented.

---

## **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 considering 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 was brought forward at the 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.

At the April 9, 2024, the Committee was established and Councillor Hoyle was appointed as the Council representative and Councillor Beauregard was appointed as the alternate Council representative.

The Committee met several times and provided a recommendation and next steps for implementation.

---

## **Discussion:**

After the April 9, 2024, Meeting of Council a Joint Shared Services Committee was established to review the options for delivery of fire service and prepare a recommendation for Council consideration.

The Committee met several times and considered factors surrounding organization structure, costing models, logistics, opportunities and challenges, employment relationship, and terms of an agreement.

The decision from the committee was to engage a shared administrative team of three management personnel to oversee operations in Port Colborne and Wainfleet – Fire Chief, Deputy Fire Chief of Community Risk Reduction & Administration, and Deputy Chief of Operations & Training with the City of Port Colborne being the Employer of all three employees. While the City of Port Colborne is intended to be the employer, the three employees would perform duties in both municipal jurisdictions – Port Colborne and Wainfleet – on a shared service basis.

The next steps prepared by the Committee are presented as the recommendations of this report. They were presented in a joint meeting of Wainfleet and Port Colborne

Councils. A copy of the presentation from that Council meeting is attached as Appendix B.

This presentation contemplated the negotiation of a 10-year agreement, however further discussion during the meeting indicated a duration that was more suitable based on the statutory election cycle, such as 8 years or a number of years that would not interfere with the 2034 municipal election.

---

### **Financial Implications:**

The Committee has identified savings that can be realized in a shared service model that includes a Fire Chief and 2 Deputy Fire Chiefs when compared to the current state of 2 Fire Chiefs and 2 Deputy Chiefs in both municipalities.

The Shared Services Agreement will outline a funding model that provides a cost sharing arrangement that provides savings for each municipality.

---

### **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:**

After several Committee meetings a recommendation to move forward with a Shared Management Team was recommended in a Special Joint Meeting of Council on August 12, 2024. Next steps have been outlined by the Committee for implementation following this meeting of August 27, 2024.

---

### **Appendices:**

- a. Draft Terms of Reference – Shared Fire Services Management Oversight Committee
- b. Fire Services Partnership Proposal – August 12, 2024

Respectfully submitted,

Scott Luey  
Chief Administrative Officer  
905-228-8060  
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.