

**The Corporation of the City of Port Colborne**

**By-law No. \_\_\_\_\_**

**Being a By-law to Establish the Fire Services Management Oversight Committee and Terms of Reference.**

Whereas at its meeting of August 27, 2024, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of the Office of the Chief Administrative Officer Report No. 2024-162 to establish the Fire Services Management Oversight Committee and Terms of Reference; and

Whereas Council deems it desirable to establish a Shared Fire Services Management Oversight Committee, with the Township of Wainfleet, and Terms of Reference for same;

**Now therefore** the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That the “Fire Services Management Oversight Committee,” is established.
2. That the Terms of Reference for the Fire Services Management Oversight Committee, attached as Schedule “A” hereto and forming part of this by-law, are approved.
3. That Councillor Hoyle is appointed as the Council representative on the Fire Services Management Oversight Committee.
4. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this bylaw.

Enacted and passed this 24<sup>th</sup> day of September, 2024.

\_\_\_\_\_  
William C. Steele  
Mayor

\_\_\_\_\_  
Charlotte Madden  
City Clerk



# Fire Services Management Oversight Committee Terms of Reference



## **Purpose:**

The Fire Services Management Oversight Committee, herein referred to as the “Committee”, will serve to provide governance and oversight of the Shared Fire Services Management Team, including providing advice and making recommendations to both Councils relating to fire services provision in each municipality.

Although accountable to both Councils, it is the responsibility of the committee members to make decisions that favour neither municipality but will provide equal level of service to all the combined residents of both municipalities.

## **Authority:**

The Committee is an advisory committee of Council and does not have any delegated authority.

## **Membership:**

The Committee shall total 6 members, composed of the Mayors as Co-Chairs, one (1) Council representative from each municipality and the CAOs of each municipality. All members will have the full authority to debate and vote.

Other personnel may be called to attend meetings and provide guidance or information as the committee deems required. These personnel may include but is not limited to the following:

- Fire Chief & Deputy Chiefs
- Port Colborne & Wainfleet Finance personnel
- Port Colborne & Wainfleet Human Resources personnel
- Port Colborne & Wainfleet Legal personnel
- any other support staff as deemed necessary by the Committee.

Administrative support will be provided by the Clerks office.

## **Quorum:**

In order to constitute a quorum, at least four (4) voting members 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.

## **Term:**

Unless otherwise stated by resolution of both municipal Councils, the Committee shall begin once the shared service agreement has been executed.



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The Mayors and CAOs will remain on the committee for the duration of the term of Council.

The Council representative for each municipality will be selected for a two-year term at the first regular Council meeting in January following the end of each two-year period.

### **Remuneration:**

None.

### **Goals/Objectives:**

The following represent the general activities of the Committee:

1. Reviewing, updating, and establishing the fire protection and prevention agreement between the City of Port Colborne and the Township of Wainfleet, including governance and cost sharing agreements.
2. Discuss best practices related to the fire services organizational structure, shared service opportunities, the local needs and level of service requirements of our community.
3. Work within the Terms of Reference of the Fire Services Management Oversight Committee as a guidance document and provide a report and recommendations for Council's consideration.
4. Conduct Annual Performance Evaluations of the Shared Fire Service Management Team; and
5. Provide guidance to the Shared Fire Service Management Team on priorities.

### **Reporting to Council:**

Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council through the regularly scheduled Council Information Package.

The CAOs for each municipality shall provide updates, and present Committee recommendations and advice for the consideration of each municipal Council as required.

Both Councils must pass resolutions accepting recommendations for a Committee recommendation to be implemented by the Fire Service Management.



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### **Restrictions:**

1. The Fire Committee shall not direct the Fire Chief/Deputy Fire Chief or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.
2. It shall be the sole responsibility of department head/manager to operate within the department pursuant to the description of his/her duties without interference of the Fire Committee.

### **Meeting Time and Location:**

The Committee shall meet at least quarterly or on an "as needed basis" with the location alternating between the City of Port Colborne and the Township of Wainfleet. The host municipality of the meeting will also provide the Chair of the meeting.