

THE CORPORATION OF THE TOWNSHIP OF WAINFLEET

BY-LAW NO. 018-2024

Being a by-law to establish the Fire Services Review Committee and to establish Terms of Reference.

WHEREAS at its meeting of May 21, 2024, the Council of The Corporation of the Township of Wainfleet approved the recommendations of Administrative Staff Report ASR-008/2024 respecting Shared Services Update; and

WHEREAS the Council of The Corporation of the Township of Wainfleet is desirous of establishing a joint Fire Services Review Committee with the City of Port Colborne, and Terms of Reference for same;

Now therefore the Council of The Corporation of the Township of Wainfleet enacts as follows:

1. That the “Fire Services Review Committee” is established.
2. That the Terms of Reference for the Fire Services Review Committee, attached hereto as Schedule “A”, are approved.
3. That the Interim Fire Chief and the Deputy Fire Chief of the City of Port Colborne, or the holder of the respective office from time to time, are appointed to the Fire Services Review Committee.
4. That Councillor Maclellan is appointed as the primary Council representative and Councillor Van Vliet is appointed as the alternate Council representative on the Fire Services Review Committee.
5. 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 by-law.
6. That this by-law shall come into force and take effect on the date of passing.

BY-LAW READ AND PASSED THIS 21ST DAY OF MAY, 2024

B. Grant, MAYOR

A. Chrastina, DEPUTY CLERK



Schedule A to BL018-2024
**Fire Services
Review Committee
Terms of Reference**



Purpose:

The Fire Services Review Committee, herein referred to as the “Committee”, will serve to investigate and review options and models for shared Fire Services with The Corporation of the Township of Wainfleet.

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

The Committee, through the respective CAOs of each municipality, will also make recommendations, if necessary, to both Councils regarding the below identified “Goals/Objectives” of the Fire Services Management model of delivery.

Authority:

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

Membership:

The Committee shall total no more than 6 members and be composed of a primary and alternate Council representative as co-chairs, and the CAOs of each municipality, as well as the Interim Fire Chief and Deputy Fire Chief.

The Mayors of each municipality will also sit on the Committee as ex-officio but will not be granted voting rights.

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

- Port Colborne Professional Firefighters Association Executive
- Port Colborne & Wainfleet Volunteer Firefighters Associations Executives
- 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 Clerk’s office.



Fire Services Review Committee Terms of Reference



Quorum:

All voting members must be present at all times to establish a quorum. Meetings can take place in person, virtually, or in a hybrid format to ensure that members attend.

All matters shall be decided by a majority vote of the Members attending, each of whom shall have one (1) vote including the Chair.

The Fire Chief & Deputy Fire Chief will not have a vote and therefore, in the event of a tie, the matter shall be deemed to have been denied or refused.

Term:

The term of the Committee shall be no greater than 120 days following April 10, 2024, provided that the term may be extended or shortened should either Council deem it necessary.

Should a Shared Fire Management model be adopted, the Committee members will form a “Joint Fire Services Management Team Oversight Committee” for a term to be determined by both Councils, and the Members will remain in office until new appointees have been appointed by the respective Councils.

Remuneration:

None.

Goals/Objectives:

1. Review, discuss fire service demands, property inspections, public education, fire prevention planning, staff training, recruitment & retention, and legislation compliance;
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. Review various options and models for the delivery of Fire Service Management:
 - a. Each municipality operates its own Fire Department,
 - b. Shared Fire Administration only,
 - c. One Fully Amalgamated Fire Service,
 - d. Any other option that presents itself during exploration of the other options.
4. Work within the Terms of Reference as a guidance document and provide reports and recommendations for each Council's consideration;



Fire Services Review Committee Terms of Reference



Reporting to Council:

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

The CAOs of 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 Services Review Committee.

Restrictions:

1. The 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 the department head/manager to operate within his/her department pursuant to the description of his/her duties without interference of the Committee.

Meeting Time and Location:

Date, location and agendas for all Committee meetings shall be made public.

Minutes of Committee meetings shall be provided to the Councils and made public through the Council Information Package.

The Committee shall meet on an as needed basis with the location alternating between the City of Colborne and the Township of Wainfleet. The host municipality of the meeting will also be the Chair of the meeting.

Terms of Reference:

The Councils may, at their discretion, change the Terms of Reference for this Committee at any time.