



Community Services Department

Memorandum

TO: Krista Power, Director – Legislative Services & City Clerk **FILE:**

FROM: Shane Muir, Chief
Superior North Emergency Medical Services (SNEMS)

DATE: 02/06/2026 (mm/dd/yyyy)

SUBJECT: Amendment of Authority to execute Agreements and Declarations for Superior North EMS

MEETING & DATE: City Council - 02/17/2026 (mm/dd/yyyy)

BACKGROUND:

The Corporation relies on Paramedic Services provided by Superior North Emergency Medical Services (SNEMS) to meet its statutory, operational, and community service obligations. These services are delivered through formal service level and funding agreements that define performance expectations, funding arrangements, and service accountability requirements.

The Commissioner of Community Services holds executive responsibility for the oversight, performance, and administration of the Paramedic Services provided by Superior North EMS. However, authority to formally bind the Corporation in relation to these agreements is not currently aligned with this role, which can result in administrative inefficiencies and delays in execution, amendment, and ongoing management of agreements.

Given the critical nature of paramedic services and the need for timely operational decision-making, a clear and aligned delegation of authority is required.

As a result of a corporate reorganization effective July 4, 2023, accountability for Long Term Care was re-aligned to Community Services and City Council authorized the General Manager, Community Services to execute the Ontario Health agreements, compliance declarations and other required documents as required by the terms of applicable Local Service Accountability Agreements (LSAAs) and Multi-service Accountability Agreements (MSAAs).

Superior North EMS was re-aligned to report to the Commissioner, Community Services as of November 4, 2024.

RATIONALE:

Delegating authority to bind the Corporation to the Commissioner of Community Services for matters related to Paramedic Services provided by Superior North EMS will enhance operational efficiency, strengthen accountability, and support timely and informed decision making.

This delegation will allow the Commissioner to ensure that agreements align with service delivery requirements, legislative obligations, performance standards, and approved funding. It will also enable the Commissioner to further delegate day-to-day operational authority, such as routine contract administration, service performance oversight, and funding adjustments within approved limits, to appropriate staff. All delegated and sub-delegated authorities will be exercised in accordance with corporate policies, financial controls, and governance frameworks.

COMPLEMENT AND FINANCIAL/BUDGET IMPLICATIONS:

There are no complement implications associated with this proposed delegation. Existing staffing resources will continue to manage oversight and administration of the Paramedic Services provided by Superior North EMS, with authority more appropriately aligned to current responsibilities.

There are no additional financial or budgetary impacts arising from this delegation. All agreements executed under the delegated authority will remain subject to Council approved budgets, financial policies, procurement requirements, and reporting obligations. Financial risk will continue to be managed through established controls, approval thresholds, and oversight mechanisms.

CONCLUSION:

Approval of the proposed delegation of authority to the Commissioner of Community Services for matters related to Paramedic Services provided by Superior North EMS will establish a clear, efficient, and accountable governance framework. It will enable timely execution and administration of service level and funding agreements, support effective service delivery, and allow for appropriate sub-delegation of day to day operational authority while maintaining strong corporate and financial oversight.

RECOMMENDATION:

WITH RESPECT to the Memorandum from Shane Muir, Chief, Superior North Emergency Medical Services, dated February 6, 2026, we recommend that the Commissioner, Community Services be provided the authority to execute the

agreements, compliance declarations and other required documents as required to support the delivery of Paramedic Services by Superior North EMS;

AND THAT the exercise of this authority in respect of any agreements involving financial reporting, be conducted in consultation with the Commissioner, Corporate Services & City Treasurer;

AND THAT any necessary by-laws be presented to City Council for ratification.