



The Corporation of the
City of Sault Ste. Marie

COUNCIL REPORT

October 14, 2025

TO: Mayor Matthew Shoemaker and Members of City Council
AUTHOR: Tom Vair, CAO
DEPARTMENT: Chief Administrative Officer
RE: Fire Chief Hiring Process Authorization

Purpose

The purpose of this report is to seek Council approval to commence the hiring process for the Fire Chief position.

Background

Peter Johnson has provided the City with notice of his intent to retire and conclude his employment with the City as of January 30th, 2026.

As per policy, staff are seeking Council approval to commence the recruitment and hiring process for this position.

Analysis

Fire Chief Johnson will be greatly missed by the organization, and staff are grateful for his valuable contributions to the City during his tenure.

Mr. Johnson served as Fire Chief for over eight years and began his career with the City in 1995, marking over 30 years as an employee. He began as a firefighter and progressed through the ranks to Acting Officer, Deputy Chief, and ultimately Fire Chief.

Staff propose to undertake an open recruitment process (internal and external posting) that will be led by staff (no external recruitment consultants involved). Advertising and promotion of the vacancy will be undertaken in appropriate media publications.

The position will be posted with a change to the reporting structure, having the Fire Chief report directly to the Deputy CAO, Community Development and Enterprise Services and serving as a member of the Senior Management Team. The salary band will remain the same and there will continue to be direct communications with the CAO in the event of emergency situations.

Financial Implications

There are no financial implications to this report.

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Strategic Plan / Policy Impact / Climate Impact

This is an operational matter not articulated in the corporate Strategic Plan.

Recommendation

It is therefore recommended that Council take the following action:

Resolved that the report of the CAO dated October 14, 2025 concerning the authorization of the hiring process for the Fire Chief position be received and that Council authorize staff to commence the hiring process as outlined.

Respectfully submitted,

Tom Vair

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