



## City of North Bay Report to Council

Report No: CSBU-2021-059

Date: November 1, 2021

Originator: Jason Whiteley

Business Unit:

Department:

Community Services

Fire Department

Subject: OFMEM Hazardous Materials Team Grant Funds Reconciliation Report

Closed Session: yes ☐ no ☒

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### Recommendation

That:

1. Council authorize the Mayor, City Clerk and Chief Financial Officer to certify the "Reconciliation Form for Office of the Fire Marshal and Emergency Management Funds" (Appendix T) in relation to the Memorandum of Understanding to Establish and Operate Provincial Teams in Support of the Province of Ontario Mutual Aid Plan in Conformance with the *Fire Protection and Prevention Act*, 1997 between the City of North Bay and the Her Majesty the Queen as represented by the Minister of Community Safety and Correctional Services upon approval by the Chief Financial Officer and the Fire Chief; and
2. an Execution By-Law be brought forward to the Regular Meeting of Council on Tuesday, November 30, 2021, authorizing the Mayor, City Clerk and Chief Financial Officer to execute the Reconciliation Form for Office of the Fire Marshal and Emergency Management Funds on an annual basis.

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### Background

On August 13, 2019 through resolution No. 2019-331 a Memorandum of Understanding between the City of North Bay and Her Majesty the Queen in Right of Ontario as represented by the Minister of Community Safety and Correctional Services Operating through the Office of the Fire Marshal and Emergency Management to establish and operate a Technician Level Chemical, Biological, Radiological, Nuclear and Explosive Team was approved.

Each year North Bay Fire and Emergency Services (NBFES) receive \$150,000.00 funding from the Province of Ontario to provide hazardous materials response. As part of the agreement, the City of North Bay must submit a reconciliation form of monies spent in the

previous year. Throughout the year NBFES track and account for all funds and Financial Services reviews and completes the reconciliation form.

The reconciliation form requires the Head of Council, City Clerk and the Chief Financial Officer (CFO) to certify the document. As this is a yearly requirement The Mayor, City Clerk and CFO will be required to certify the reconciliation form as long as the City of North Bay maintains this agreement.

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## Financial/Legal Implications

Failure to submit or certify the reconciliation form could result in the Province voiding the agreement and future funding, as well as, asking for funds already forwarded to NBFES to be returned.

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## Corporate Strategic Plan

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|---------------------------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Natural North and Near                           | <input type="checkbox"/> Economic Prosperity     |
| <input type="checkbox"/> Affordable Balanced Growth                       | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government |                                                  |

## Specific Objectives

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## Options Analysis

- Option 1: That the Mayor, City Clerk and Chief Financial Officer certify the "Reconciliation Form for Office of the Fire Marshal and Emergency Management Funds" (Appendix T) in relation to the provincial hazardous materials response grant funds.
- Option 2: That the Mayor, City Clerk and Chief Financial Officer not be given approval to certify the reconciliation form. In not certifying the reconciliation form NBFES may be required to repay grant funds, these funds have already been spent and other operating dollars would be needed thus resulting in a greater operating deficit. As well the province may void the agreement and thus eliminating future funding.

This option is not recommended.

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## Recommended Option

That:

1. Council authorize the Mayor, City Clerk and Chief Financial Officer to certify the "Reconciliation Form for Office of the Fire Marshal and Emergency Management Funds" (Appendix T) in relation to the Memorandum of Understanding to Establish and Operate Provincial Teams in Support of the Province of Ontario Mutual Aid Plan in Conformance with the *Fire Protection and Prevention Act*, 1997 between the City of North Bay and the Her Majesty the Queen as represented by the Minister of Community Safety and Correctional Services upon approval by the Chief Financial Officer and the Fire Chief; and

2. an Execution By-Law be brought forward to the Regular Meeting of Council on Tuesday, November 30, 2021, authorizing the Mayor, City Clerk and Chief Financial Officer to execute the Reconciliation Form for Office of the Fire Marshal and Emergency Management Funds on an annual basis.

Respectfully submitted,

Name: Jason Whiteley

Title: Fire Chief

**I concur with this report and recommendation**

Name Margaret Karpenko, CPA, CMA

Title: Chief Financial Officer /Treasurer

Name David Euler, P.Eng., PMP

Title: Chief Administrative Officer

Personnel designated for continuance:

Karen McIsaac, Dipl. M.A.

City Clerk