



REPORT

MEETING TYPE: Regular Council

TO:	Council
FROM:	Jeremy Funk, Emergency Services Manager/Fire Chief
DATE:	1/17/2024
SUBJECT:	Award Contract – Community Risk Assessment
REPORT NO.	2022-16

TITLE: Award Contract for the provision of conducting a Community Risk Assessment

RECOMMENDATION:

THAT Council authorizes the passing of By-law No. 06-24, Being a By-law to Authorize and Direct the Mayor and the Clerk to Execute an Agreement Between The Corporation of the Municipality of Sioux Lookout and The Loomex Group for the Provision of a Community Risk Assessment.

PURPOSE:

The purpose of this Report is to enable Council to award the contract for the provision of a Community Risk Assessment for the Municipality of Sioux Lookout.

BACKGROUND:

The completion of the Community Risk Assessment is being initiated as per Ontario Regulation 378/18. The Community Risk Assessment will be used to inform decisions for fire protection services.

A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services. It must include consideration of the mandatory profiles listed in Schedule 1 to Ontario Regulation 378/18, as follows:

SCHEDULE 1

MANDATORY PROFILES

1. *Geographic profile: The physical features of the community, including the nature and placement of features such as highways, waterways, railways, canyons, bridges, landforms and wildland-urban interfaces.*

2. *Building stock profile: The types of buildings in the community, the uses of the buildings in the community, the number of buildings of each type, the number of buildings of each use and any building-related risks known to the fire department.*

3. *Critical infrastructure profile: The capabilities and limitations of critical infrastructure, including electricity distribution, water distribution, telecommunications, hospitals and airports.*

4. *Demographic profile: The composition of the community's population, respecting matters relevant to the community, such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population.*

5. *Hazard profile: The hazards in the community, including natural hazards, hazards caused by humans, and technological hazards.*

6. *Public safety response profile: The types of incidents responded to by other entities in the community, and those entities' response capabilities.*

7. *Community services profile: The types of services provided by other entities in the community, and those entities' service capabilities.*

8. *Economic profile: The economic sectors affecting the community that are critical to its financial sustainability.*

9. *Past loss and event history profile: The community's past emergency response experience, including the following analysis:*

1. *The number and types of emergency responses, injuries, deaths and dollar losses.*

2. *Comparison of the community's fire loss statistics with provincial fire loss statistics.*

Note: Each profile is to be interpreted as extending only to matters relevant to fire protection services.

The Manager of Emergency Services/Fire Chief will act as the lead Municipal contact/Project Administrator on this project.

The Municipality issued Request for Proposal (RFP) No. R019-2023 "Community Risk Assessment" dated November 14, 2023, in response to the legislative requirement to conduct the assessment. The deadline for submissions was December 5, 2023. An

addendum was issued to extend the deadline to December 14, 2023 at the request of potential proponents.

DISCUSSION:

Two bids were received, and are summarized in the following table:

Name of Bidder	Cost Exclusive of Taxes
BEHR Integrated Solutions	\$ 29,230
The LOOMEX Group	\$ 16,200

Staff reviewed and scored the proposals, based on the following criteria:

1. Firm and Project Team experience in development of a comprehensive Community Risk Assessment.
2. Firm and Project Team qualifications.
3. Project Management approach, methodology and proposed schedule to achieve project completion date.
4. Value Added services.
5. Fee Structure.

Based on this evaluation, staff is recommending that Council engage The Loomex Group for the provision of a Community Risk Assessment for the Municipality of Sioux Lookout.

RELATIONSHIP TO THE STRATEGIC PLAN:

Community Wellness: Through the exercise of assessing the community risks, it will assist the Municipality in making decisions to address potential risks and thus make the community safer.

FINANCIAL IMPLICATIONS:

The cost of the Community Risk Assessment is \$16,200 and will be included in the 2024 Operational Budget. At this time, funding will need to come from taxation.

ATTACHMENTS:

1. By-law No. 06-24, Being a By-law to Authorize and Direct the Mayor and the Clerk to Execute an Agreement Between The Corporation of the Municipality of Sioux Lookout and The Loomex Group for the Provision of a Community Risk Assessment.

SIGNATURES:

Written By:
Jeremy Funk
Emergency Services Manager/Fire Chief

Approved By:
Brian P. MacKinnon
Chief Administrative Officer and
Municipal Clerk

THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT

BY-LAW NO. 06-24

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO EXECUTE AN AGREEMENT BETWEEN THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT AND THE LOOMEX GROUP FOR THE PROVISION OF A COMMUNITY RISK ASSESSMENT

WHEREAS the Council of The Corporation of the Municipality of Sioux Lookout deems it advisable and expedient to enter into an Agreement with The Loomex Group for the provision of a Community Risk Assessment; and

WHEREAS Section 9 of the *Municipal Act 2001, as amended*, grants municipalities the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act; and

WHEREAS entering into contracts is considered to be a natural person capacity, right, power, or privilege;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF SIOUX LOOKOUT ENACTS AS FOLLOWS:

1. THAT the Mayor and the Clerk are hereby authorized and directed to execute the above-noted Agreement between The Corporation of the Municipality of Sioux Lookout and The Loomex Group for the provision for the provision of a Community Risk Assessment.
2. THAT the Agreement is attached as Schedule A to this By-law.
3. THAT the Mayor's and the Clerk's authority and direction to execute the above-noted Agreement extends to any renewal contracts or administrative amendments.
4. THAT this By-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND PASSED THIS SEVENTEETH DAY OF JANUARY, 2024.

Doug Lawrance, Mayor

Brian P. MacKinnon, Municipal Clerk