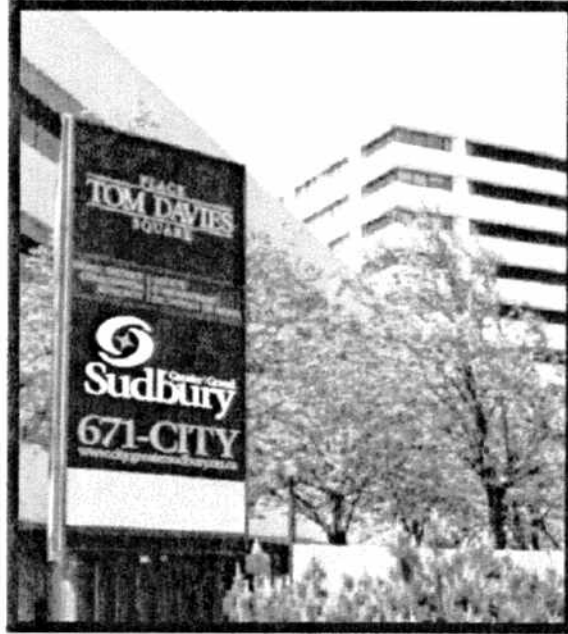


Vision: The City of Greater Sudbury is a growing, world-class community bringing talent, technology and a great northern lifestyle together.

Vision : La Ville du Grand Sudbury est une communauté croissante de calibre international qui rassemble les talents, les technologies et le style de vie exceptionnel

Agenda Ordre du jour



For the Special
City Council
Meeting
to be held

Friday, July 28, 2006

at **1:00 p.m**

Pour la réunion
extraordinaire du
Conseil municipal
qui aura lieu

vendredi le 28 juillet 2006

à **13 h**

Council Chamber
Tom Davies Square

dans la Salle du Conseil
Place Tom Davies

 **Greater | Grand
Sudbury**
www.city.greatersudbury.on.ca



Special Meeting of City Council **AGENDA**

*FOR THE **FOURTEENTH SPECIAL MEETING**
OF THE COUNCIL OF THE CITY OF GREATER SUDBURY
TO BE HELD ON **FRIDAY, JULY 28, 2006 AT 1:00 P.M.**
IN COUNCIL CHAMBER*

**This is a Special Meeting of Council called by Mayor David Courtemanche
in accordance with Article 7.6 of Procedure By-law 2006-100.**

MAYOR COURTEMANCHE, CHAIR

1. Roll Call
2. Declarations of Pecuniary Interest

MANAGERS' REPORT

3. Report dated 2006-07-27, with attachments, from the General Manager of Infrastructure & Emergency Services regarding Ontario Disaster Relief Assistance Program (ODRAP). 1 - 7
(ELECTRONIC PRESENTATION) (RESOLUTION PREPARED)
 ▶ Alan Stephen, General Manager of Infrastructure & Emergency Services

ADJOURNMENT (RESOLUTION PREPARED)

2006-07-27

**ERIC LABELLE
CLERK DESIGNATE**

**CORRIE-JO CAPORALE
COUNCIL SECRETARY**

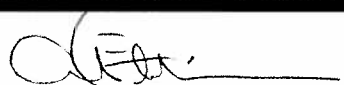
Request for Decision City Council

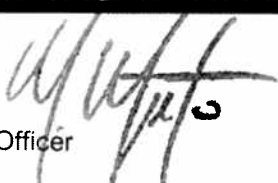


Type of Decision											
Meeting Date		July 28 th , 2006				Report Date		July 27 th , 2006			
Decision Requested		x	Yes		No	Priority		x	High		Low
		Direction Only				Type of Meeting		x	Open		Closed

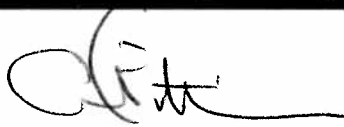
Report Title
Ontario Disaster Relief Assistance Program (ODRAP)

Budget Impact / Policy Implication	Recommendation
<div style="display: flex;"> <div style="width: 50px; text-align: center;">x</div> <div>This report has been reviewed by the Finance Division and the funding source has been identified.</div> </div>	<p>Whereas the City of Greater Sudbury recently experienced a severe thunderstorm and damaging wind gusts on Monday, July 17th, 2006, the Council of the City of Greater Sudbury hereby requests the Minister of Municipal Affairs and Housing to declare the City of Greater Sudbury a "disaster area" for the purposes of the Ontario Disaster Relief Assistance Program (ODRAP);</p> <p>And further, should the Minister declare a disaster, Council will immediately seek Provincial Financial Assistance - Public Costs;</p> <p>And further, should the Minister declare a disaster, and Council determines that Provincial Financial Assistance - Private Costs is required, Council would immediately, as required by ODRAP, appoint members to a Disaster Relief Committee to administer the claims made under ODRAP.</p>
Background Attached	Recommendation Continued

Recommended by the Department
 Alan Stephen General Manager, Infrastructure & Emergency Services

Recommended by the C.A.O.
 Mark Mioto Chief Administrative Officer

Date: July 27th, 2006

Report Prepared By	Division Review
 Alan Stephen General Manager, Infrastructure & Emergency Services	Mark Mieto Chief Administrative Officer

In the late afternoon of Monday, July 17th, 2006, the City of Greater Sudbury found itself in the path of a severe summer storm that hit various parts of the city. The South End, New Sudbury, Minnow Lake and Coniston were most affected by the damaging wind gusts associated with the disturbance.

In the aftermath of the storm, City of Sudbury crews were deployed in full force to clear fallen trees and other debris from roads, sidewalks and hydro lines. As well, comfort stations were opened to receive residents who were without electrical power. It soon became evident that there was significant damage and loss to both public facilities and private residences.

On July 26th, City staff and other municipalities participated in a conference call with the Ministry of Municipal Affairs and Housing to explore options for financial compensation under the Ontario Disaster Relief Assistance Program (ODRAP).

The Ontario Disaster Relief Assistance Program is an assistance program designed to help municipalities, individuals, farmers, small business and non-profit organizations get back on their feet after a natural disaster. It is intended to cover the costs of returning essential items to pre-disaster condition for people who have suffered damage in designated disaster areas.

Attached, for the information of Council, is a summary of the guidelines to be followed under the ODRAP Program.

The first step of the Program requires Council to pass a resolution requesting that the Minister of Municipal Affairs and Housing declare Greater Sudbury a disaster area before any financial compensation can be considered. The request for a disaster area declaration must be submitted to the Minister of Municipal Affairs and Housing within 14 working days of the disaster.

Municipalities who opt to participate in the Program for private homeowner compensation are expected to solicit local donations. Fundraising would be topped up by the Province with \$2 for every dollar raised locally.

A volunteer Disaster Relief Committee would have to be created to administer the fund. As well, Committee members would also be responsible for adjudicating personal claims of less than \$500 and for hiring insurance adjusters to review claims over \$500. The Ontario Disaster Relief Assistance Program sets the guidelines for review of personal claims.

Presently, City staff are assessing whether there are enough eligible personal claims to justify the City's participation in the private compensation portion of the Ontario Disaster Relief Assistance Program.

ONTARIO DISASTER RELIEF ASSISTANCE PROGRAM (ODRAP)

General

The Ontario Disaster Relief Assistance Program (ODRAP) is an assistance program designed to help municipalities, individuals, farmers, small business, and non-profit organizations get back on their feet after a natural disaster. It is intended to cover the costs of returning essential items to pre-disaster condition for people who have suffered damage in designated disaster areas.

ODRAP is not intended to be an alternative or a substitute for adequate insurance coverage.

In the event of a natural disaster, individuals are expected to bear the initial responsibility for their losses. If the losses are so extensive that individuals cannot cope on their own, the municipality and the community at large are expected to provide support.

If municipalities experience extraordinary damage to public infrastructure due to a natural disaster, they are advised to contact their local Municipal Services Office of the Ministry of Municipal Affairs and Housing to determine if the damages sustained are eligible for assistance.

The Ministry of Municipal Affairs and Housing (MMAH) offers primary support to municipalities through the Ontario Disaster Relief Assistance Program (ODRAP). This emergency financial assistance can be provided when the costs of response and recovery are beyond the financial capacity of the municipality. MMAH has developed a checklist to assist municipalities in determining if they require provincial aid.

How ODRAP Works

Disaster Declaration

The Minister of Municipal Affairs and Housing is authorized to declare a "disaster area" for the purposes of the ODRAP program. The municipal council asking for assistance under the ODRAP program must adopt a resolution outlining the following:

- The municipality's request for a disaster area declaration;
- Whether all, or a specified portion, of the municipality is to be declared a disaster area.

The request for a disaster area declaration must be submitted to the Minister of Municipal Affairs and Housing within 14 working days of the disaster. The council resolution should clearly define the area, which may be declared as the disaster area as municipal boundaries may not coincide with areas damaged by the disaster. Municipalities should try to define all areas affected by the disaster to ensure fair treatment to all affected residents. It is important to note that only damages within the declared disaster area are eligible for ODRAP funding.

Sample Resolution

Whereas the municipality of (name) recently experienced a (describe type of disaster event) on (date), the council of the municipality of (name) hereby requests the Minister of Municipal Affairs and Housing to declare the (specific area/ municipality) a "disaster area" for the purposes of the Ontario Disaster Relief Assistance Program (ODRAP);

and further, should the Minister declare a disaster, Council will immediately, as required by ODRAP, appoint members to a disaster relief committee to administer the claims made under ODRAP.

Supporting information should accompany the resolution including:

- the number of private properties, farms, small businesses and non-profit organizations that have incurred damages as a result of the disaster;

- the number of residents, small businesses or farms affected;
- the extent and the preliminary cost estimates of damages suffered;
- newspaper clippings, photographs and other documentary evidence where available; and
- any other information council feels is pertinent (e. g. Conservation Authority reports, etc.).

If two or more municipalities have been affected by the same disaster, one disaster area may be declared to cover all affected communities. However, the council of each municipality must adopt a council resolution requesting the disaster area declaration.

Upper tier municipalities, such as counties, regions or the District Municipality of Muskoka, may adopt a resolution requesting a disaster declaration and agree to appoint a disaster relief committee. In this situation, local council resolutions of those municipalities affected by the disaster must accompany the upper tier's resolution.

In unincorporated areas of the province, or areas without municipal governance, a request for declaration of a disaster area may be made to the minister within 14 working days of the disaster by a local service provider e.g. local services board, local roads board, or by a local school board.

Unincorporated areas not covered by a local service provider are excluded from the 14 working days requirement. A representative group of individuals affected by a disaster may make a request to the minister within a reasonable time frame, but should contact their Municipal Services Office as soon as possible.

Defining the Disaster

The Minister of Municipal Affairs and Housing has the authority to declare a disaster area for the purpose of this program. In determining whether a disaster has occurred, the minister considers both the cause of the damages, the extent of the damages relative to the financial resources of the affected area, and the ability of the municipality to cope and fully recover. The municipality will be notified as to whether or not a disaster declaration has been made.

Should the minister declare a disaster area, the local municipal council must appoint a disaster relief committee (DRC) as soon as possible. *The DRC is only required when there is damage to private property. For ODRAP requests relating to municipal property only, a DRC is not required.* If more than one municipality is affected by a disaster, a joint committee can be formed with representatives appointed from each of the affected municipalities.

Role of the Province

ODRAP is administered through the Municipal Services Offices and co-ordinated through the Municipal Programs and Education Branch (MPEB) of the Ministry of Municipal Affairs and Housing (MAH).

The local Municipal Services Offices advise municipalities in setting up disaster relief committees and help the committees establish operating procedures. Ministry representatives attend the inaugural meeting of the disaster relief committee and provide information. Staff of the Municipal Services Offices also help municipalities determine if public infrastructure damages are eligible for assistance. Program guidelines and related materials are issued by the ministry from the Municipal Programs and Education Branch to assist locally appointed disaster relief committees.

Provincial Financial Assistance for Public Costs

Municipalities that have sustained damages caused by a disaster, and which have been declared by the Minister of MAH as a disaster area, may be eligible for ODRAP funding for specific types of damages.

Eligible damage payments would be made directly to the municipality by the ministry and are separate from local fund-raising efforts for private damages. Municipalities must submit a public Damage report to their local Municipal Services Office, accompanied by appropriate receipts and an adopted resolution verifying costs, to determine which costs are eligible. Municipalities experiencing only public damages as a result of a natural disaster should still adopt a resolution requesting financial assistance and submit to the Ministry the request within 14 working days of the disaster.

Assistance To Private Individuals

Individuals have a responsibility to take reasonable precautions to ensure their own safety and protection, including their property. The Ontario Disaster Relief Assistance Program (ODRAP) is not an alternative or a substitute for adequate private insurance coverage and sound risk management. Damage claims should be directed first to insurance companies to determine coverage of individual policies.

Should the minister declare a disaster area, the local municipal council will appoint a disaster relief committee (DRC) as soon as possible. A disaster relief committee must be established as quickly as possible for each disaster area declared by the Minister of Municipal Affairs and Housing. The purpose of the committee is twofold: to raise funds for the benefit of disaster victims, and to settle the eligible claims of these victims as efficiently as possible.

The province will contribute **up to \$2** for every local dollar raised, to an amount necessary to settle all the eligible claims, up to 90 per cent of all eligible costs. Thus, no surplus funds are created.

To ensure that all the funds raised locally and matched by the province are used to help victims of the disaster event, the documented administration costs of the local disaster relief committee will be shared by the Ministry of Municipal Affairs and Housing and the municipality or designated municipalities that appointed the disaster relief committee as follows:

- A tender must be issued for the use of an insurance adjuster for claims greater than \$500. The ministry will pay 100 per cent of the costs for the insurance adjuster; and
- Other administrative costs of the disaster relief committee e. g. telephone, postage, office space, etc. will be paid for, or provided directly by, the municipality or designated municipalities.

When disasters strike in geographically isolated areas, the minister is authorized to declare a disaster area where appropriate for purposes of the program and may alter funding arrangements.

ODRAP Application Process

Step 1

To be completed and submitted to the minister's office within 14 working days of the disaster.

Council Resolution clearly defining the area which may be declared as the disaster area. The following supporting information should be provided with the municipal council resolution for a disaster declaration:

- The number of private properties, farms, small businesses and non-profit organizations that have incurred damages as a result of the disaster;
- The number of residents, small businesses or farms affected;
- The extent and the preliminary cost estimates of damages suffered;
- Newspaper clippings, photographs and other documentary evidence where available; and,
- Other information council feels is relevant.

Important: Only properties that are primary residents are eligible. Camps, cottages & recreational vehicles are not eligible. Damage claims should be directed first to insurance companies to determine coverage of individual policies.

Step 2

Set up Disaster Relief Committee

As soon as possible after a disaster area has been declared by the minister, the local council appoints a disaster relief committee by resolution. Where a disaster affects more than one municipality, all councils should participate in the appointment of representatives to a common disaster relief committee.

The disaster relief committee and its sub-committees act as an autonomous body operating within provincial guidelines to raise funds and settle claims. The committee ensures that all claims are dealt with fairly and

equitably. The scope and nature of damages will help determine how many committee members are required.

The disaster relief committee's work could usually take anywhere from six months to about one year to complete. Council appoints the committee members from among its citizens, preferably from an unaffected area if possible, and should choose persons with varying backgrounds, as it is desirable to obtain a variety of expertise for the committee.

The committee members may not be members of council and should have no potential conflict of interest in the collection or distribution of funds. If two or more municipalities are involved, equitable representation on the committee is encouraged. In unincorporated areas, the committee should be appointed by the group which made the request for disaster area declaration (e. g. local service board).

Disaster Relief Committee Responsibilities

- To appoint from among its members a chairperson and, if sub-committees are established, the appropriate number of vice-chairpersons.
- To appoint a treasurer, who should not be a member of the committee and, if necessary, to appoint a secretary. The treasurer could be a municipal staff person or a paid contract position.
- To set up a disaster relief fund and bank account.
- To register the fund as a charity with Revenue Canada.
- To solicit donations to the fund and to organize fund-raising activities.
- To establish guidelines and procedures for the receipt, appraisal, review and settlement of claims for losses and damages.
- To advertise the existence of the fund, the availability of assistance, and the terms on which assistance will be provided.
- To hire professional adjuster(s) for claims greater than \$500 and appraise damages for claims less than \$500.
- To distribute claim forms.
- To approve payments in a consistent manner based on reports from the adjuster in accordance with the program guidelines and the committee's procedures.
- To make payments to claimants.
- To hire auditors to review the activities of the fund and prepare an audit report.
- To submit an audited report to the local Municipal Services Office for review and payment of the provincial contribution.

Important: The province will contribute up to \$2.00 for every local dollar raise, to an amount necessary to settle all the eligible claims up to 90% of all eligible costs.

To ensure that all the funds raised locally and matched by the province are used to help victims of the disaster event, the documented administration costs of the local disaster relief committee will be shared by the Ministry of Municipal Affairs and Housing and the municipality or designated municipalities that appointed the disaster relief committee as follows:

- A tender must be issued for the use of an insurance adjuster for claims greater than \$500. The ministry will pay 100 per cent of the costs for the insurance adjuster; and
- Other administrative costs of the disaster relief committee e. g. telephone, postage, office space, etc. will be paid for, or provided directly by, the municipality or designated municipalities.

List of Costs Covered by ODRAP

Eligible Losses and Costs:

- restoration, repairs, or replacement to pre-disaster condition of a principal, year-round residence, farm buildings and principal business enterprise building
- essential furnishing of a private residence including refrigerator, freezer, furnace, stove, clothes washer and dryer, television
- tools or other items essential to the claimant's livelihood, including farm machinery and equipment
- for farms, replacement cost only of orchard trees
- for business enterprises, replacement of inventory at cost
- livestock fencing

- restoration, repair, or replacement to pre-disaster condition of churches, cemeteries, private schools, private clubs and other associations
- emergency expenses (e. g. evacuation costs, food and shelter, essential clothing)
- perishable food
- heat and light supplies (e. g. fuel for light and heat, heaters)

Sample of Costs Not Covered by ODRAP

Ineligible Losses and Costs:

- losses covered by insurance
- insurance deductible
- secondary residences e. g. cottages
- non-essential furniture (e. g. stereos, recreation room furniture)
- landscaping, fencing, driveways and retaining walls
- recreational vehicles (e. g. boats, snowmobiles)
- antiques and collections
- loss of revenue or wages
- losses recoverable at law
- personal injury
- private roads/bridges and erosion
- sewage backup