



Corporate Report

DEPARTMENT/ DIVISION	City Manager's Office Emergency Medical Services	REPORT NO.	2002.242
DATE PREPARED	August 6, 2002	FILE NO.	
MEETING DATE	August 12, 2002		
SUBJECT	EMS Eastern Region Office Lease		

REPORT SUMMARY

To recommend that the City enter into a lease for the Eastern Region administration office.

BACKGROUND

Report No. 2002.159 (Management Studies) recommended the City take the necessary steps to assume direct operation of the ambulance services in the communities of Red Rock, Nipigon, Beardmore, Geraldton, Longlac, Marathon, Terrace Bay and Schreiber. The EMS Division was divided into two regions with a manager for each. The Western Region has been under direct operation since assumption on January 1, 2001 and remains unchanged. The manager is stationed in Thunder Bay. The Eastern Region Manager is required to reside in one of the communities he/she manages to facilitate operations and be close to the residents being served. He/she will manage the above services plus Nakina and Manitouwadge which were assumed for direct delivery in March and April.

COMMENTS

The successful applicant for the position of Manager for Eastern Region lives in Nipigon. He began work on August 6th and currently works from his home and on the road. After reviewing available space in Nipigon, a suitable location was found with the Nipigon District Memorial Hospital. The 250 square feet of space meets the minimum required under City policy. The lease costs will include housekeeping, regular maintenance and access to a large meeting room (at no cost for short meetings). On site access to a photocopier, cafeteria, T1 line high speed internet and videoconferencing facility can also be worked out on a fee for service. The Nipigon EMS Station is also on the same hospital property, but does not have space for a manager and secretary.

The rate for this lease would be \$18.00/sq foot or \$4,400 per year and is in line with what the hospital is charging other tenants.

CONCLUSION

It is concluded that the use of this space will best meet the needs of the administration of the Eastern Region of Superior North EMS and that the City should enter into a Lease Agreement with the Nipigon District Memorial Hospital provided that all terms and conditions are to the complete satisfaction of Administration.

RECOMMENDATION

THAT with respect to Report No. 2002.242 (Emergency Medical Services), we recommend that the City enter into a Lease Agreement with the Nipigon District Memorial Hospital;

AND THAT the Mayor and City Clerk be authorized to execute the lease agreement outlined in this Report, including any supplementary agreements, and renewal agreements related to the Lease Agreement in which no major changes to the current Agreements are proposed;

AND THAT the necessary by-law be presented to City Council for ratification.

PREPARED BY: Jocelyn Bourgoin, Director

This report signed and verified by Robert Petrie, Acting City Manager, City of Thunder Bay on August 8, 2002