

Report

Report No. CS2021-01	To: Council	Prepared By: Yvonne Aubichon
Meeting Date: January 27, 2021	Subject: Ward Boundary and Council Composition Award - RFP # CS 2020-05	Motion # _____
Roll #:		R.M.S. File #:

Recommendation(s):	Requires Action <input checked="" type="checkbox"/>	For Information Only <input type="checkbox"/>
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It is recommended:

1. That Report CS2021-01 be received and adopted.
2. That the Request for Proposal (RFP) CS 2020-05 – Ward Boundary and Council Composition Review be awarded to Watson and Associates Economists Ltd. in the amount of \$53,000. plus HST;
3. That the Ward Boundary and Council Composition Review be funded 50% from the 2021 budget - tax levy and 50% from the election reserve;
4. That any costs over and above the initial funding allocations required; such as appeal costs, if applicable, shall be funded from the tax levy.
5. That staff be authorized to execute the necessary contract; and
6. That the proponents be advised of Council's decision under the Clerk's signature.

Background:

On November 25, 2020 under motion CS201125-13, Council directed staff to proceed with an RFP for a consultant to conduct a comprehensive Ward Boundary/Council Composition Review.

As outlined in the November 25, 2020 report a consultant would be required to conduct research, develop and execute a work plan that includes public consultation. In the current COVID-19 pandemic climate, in-person consultation is restricted, but there are several virtual tools that can be utilized effectively for public consultation.

Findings and recommendations would be presented to Council. In addition, the consultant would be an expert witness, if necessary, in the event of one or more appeals to the LPAT. The consultant's specific responsibilities would include the following:

- Undertaking a ward boundary review that will withstand legal scrutiny and possible appeals to the LPAT;

- Developing a ward boundary and Council composition review work plan and public engagement strategy; Undertaking the required research (public policy, population, projected growth, etc.) to inform the ward boundary review process;
- Implementing a public engagement and consultation strategy with residents, communities, key stakeholders and members of Council to elicit input on ward boundary and Council composition options; and
- Developing ward boundary and Council composition options and a recommended option for Council's consideration.

Analysis:

As directed by Council an RFP was undertaken for this process in accordance with the Township's Purchasing & Tendering Procedures By-Law. The RFP for consulting services for a Ward Boundary and Council Composition Review was drafted by Yvonne Aubichon, Clerk and reviewed by Donna Hewitt, Director Corporate Services.

The RFP for the Ward Boundary and Council Composition Review was posted publicly on the Township's website and Biddingo.com on December 14, 2020. Biddingo.com is an online Government Contract portal that connects suppliers from across Canada who provide goods and services to buyers from the Provincial, Municipal, Education, Crown Corporation, Housing, Construction and Healthcare sectors. Two (2) firms with varying experience in Ward Boundary and Council Composition Reviews responded to the RFP by the January 6, 2021, 3:00 p.m. deadline.

The two proposals were submitted electronically and an email confirmed that they were received by Township staff. The proposals were assessed to ensure all mandatory requirements had been met prior to evaluation. The Evaluation Committee who consisted of Donna Hewitt, Andria Leigh, and Yvonne Aubichon evaluated and ranked the two proposals, based upon the criteria included in the proposal and noted below.

Item	Evaluation Criteria	Points
1	Quality and Completeness of Proposal	15
2	Company Background and Relevant Experience	20
3	Budget	20
4	Work Plan, Methodologies and Timelines	30
5	Personnel Summary	5
6	Client References	10
Total available points		100

The two proponents were:

Proponent	Proposal Budget (exclusive if HST)	LPAT Appeal
Strategy Corp	\$56,515.00	\$500./per hour
Watson & Associates	\$53,000.00	\$5,000.

Based upon the analysis and evaluation of each proposal, Zoom interviews with each proponent by the Evaluation Committee and telephone interviews with all references, the Evaluation Committee has concluded that Watson and Associates Economists Ltd.'s proposal best meets the requirements of the Township. The Watson and Associates Economists Ltd. proposal provides a fulsome team and in collaboration with Dr. Robert Williams are leading experts in Ward Boundary and Council Composition Reviews, As noted above, staff have completed reference checks to verify the experience of Watson and Associates Economists Ltd. regarding ward boundary and council composition reviews and gain insight into their working relationship with other municipalities. While Watson and Associates Economists Ltd. have a vast experience with similar reviews, they also have previous knowledge of Oro-Medonte having worked on the Township's Development Charges Study and the Industrial Land Strategy. Work on these aforementioned projects provides Watson and Associates with the strong understanding, background and resources required to jumpstart this project. Based on this detailed review, it is recommended that Watson and Associates Economists Ltd. be awarded the Ward Boundary and Council Composition Review contract.

The project will commence immediately upon Council's approval of the contract award, completion of the review is scheduled for end of May 2021, in order to allow for legislative requirements inherent within the process. The team at Watson and Associates Economists Ltd. have agreed to and confirmed that they can work within the deadlines provided.

Financial / Legal Implications / Risk Management:

A total budget allocation of \$53,000, plus HST will be allocated in the 2021 budget such that 50% of the cost will be borne by the tax levy, with the remaining 50% being funded from the Township's election reserve.

Any costs over and above the funding allocations required; such as appeal costs, if applicable, shall be funded from the tax levy.

Policies/Legislation:

Municipal Act, 2001, as amended
Municipal Elections Act
Planning Act, 1990,

Corporate Strategic Goals:

- Balanced Growth

Consultations:

- Evaluation Committee

- Reference Checks
- Chief Financial Officer

Attachments:

- Appendix A – Request for Proposal RFP # CS 2020-05: Ward Boundary and Council Composition Review

Conclusion:

This project will allow the Township of Oro-Medonte a balanced approach to voter parity for the 2022, 2026 and 2030 elections. Staff are confident that Watson and Associates Economists Ltd. have the experience, professionalism and expertise to complete the Ward Boundary and Council Composition Review on time and on budget.

Respectfully submitted:

Yvonne Aubichon, Clerk

Approvals:

Donna Hewitt, Director Corporate Services
Robin Dunn, CAO

Date

January 18, 2021
January 21, 2021