

Development Charges Steering Committee January 19, 2016 – 1:00 p.m.

The Development Charges Steering Committee met on the above date at the County Administration Building with the following members in attendance:

Present: Councillors John Bell, Dwight Burley, Kevin Eccles, Paul McQueen and Warden Alan Barfoot; Kim Wingrove, Chief Administrative Officer; Randy Scherzer, Director of Planning and Development; Kevin Weppler, Director of Finance; Mike Kelly, Director of Transportation Services; Mike Muir, Director of Paramedic Services; Anne Marie Shaw, Director of Housing.

Mike Alguire, Purchasing Manager; Sharon Melville, Buyer and Merrylynn Henry, Recording Secretary were also in attendance.

Mr. Scherzer noted the purpose of this meeting was to review the Bonfire Software which will be used for the purpose of the Committee's review/evaluation of the proposals received for the update of the County's Development Charges.

Election of Chair and Vice-Chair

Director of Planning and Development, Randy Scherzer called the meeting to order and opened the floor to nominations for Chair of the Development Charges Steering Committee.

Councillors Eccles and Bell were nominated as Chair of the Development Charges Steering Committee.

Mr. Scherzer asked if the nominees wished to have their names stand.

Councillor Eccles consented to let his name stand. Councillor Bell withdrew his name.

DCSC01-16 Moved by: Councillor Burley

Seconded by: Councillor McQueen

THAT Councillor Eccles be appointed as Chair of the Development Charges Steering Committee.

Carried

Nominations for Vice Chair were then opened.

Warden Barfoot and Councillor Bell were nominated as Vice-Chair of the Development Charges Steering Committee.

Mr. Scherzer asked if the nominees wished to have their names stand.

Warden Barfoot consented to let his name stand. Councillor Bell withdrew his name.

DCSC02-16 Moved by: Councillor Burley

Seconded by: Councillor Bell

THAT Warden Barfoot be appointed as Vice-Chair of the Development Charges Steering Committee.

Carried

Councillor Eccles then assumed the Chair.

Development Charges Update and a Five Year Review of the County's Development Charges By-laws - Bonfire Website and Evaluation Process

Mike Alguire, Purchasing Manager highlighted on an overhead screen the features of 'Bonfire' the electronic purchasing tool used to receive and evaluate supplier proposals/quotes streamlining the processing of RFP projects. Suppliers upload their documents directly into the program which allow evaluators easy access and the program facilitates the evaluation of the proposals electronically.

The Development Charges Committee has been mandated to review and evaluate the proposals received with respect to the Request for Proposal for Provision of Consulting Services to complete a Development Charges Update and a Five Year Review of the County's Development Charges By-laws. (RFP-PCD-08-16) It was noted that the proposal was posted for 21 days, closing at 2:00 p.m. today January 19, 2016 and that evaluation is to be completed in 10 days, i.e. January 29, 2016.

Anne Marie Shaw, Director of Housing joined the meeting at 1:20 p.m.

Mr. Alguire reviewed the Bonfire screens for purposes of the evaluation process noting the criteria and the provision for the evaluators to put in comments as well as scores.

He confirmed that there are two evaluations, firstly, the submissions, and secondly, the pricing. The Committee will be doing the evaluations respecting the submissions.

Mr. Alguire also confirmed that he will resend invites to give access to the evaluators as well as notification that the proposals are ready for review.

Mr. Scherzer asked for direction regarding the next steps.

The Committee acknowledged that evaluations are to be completed by January 29th and agreed to meet on Tuesday, February 2, 2016 at 2:00 p.m. following the regular County Council meeting to review the results of the evaluation and to discuss the next steps.

Next Meeting Date

The next meeting will be held on Tuesday, February 2, 2016 at 2:00 p.m. following the regular Council Meeting.

On motion by Councillor Burley the meeting adjourned at 1:50 p.m.

Kevin Eccles, Chair