

Development Charges Steering Committee

February 2, 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 Monica Scribner, Recording Secretary were also in attendance.

The purpose of the meeting was to review the evaluation results for RFP-PCD-08-16 Development Charges Update.

Randy Scherzer, Director of Planning and Development called the meeting to order and Sharon Melville, Buyer gave an overview of the pricing and point scores.

Two bids were received; Hemson Consulting Ltd., Toronto and Watson & Associates Economists Ltd., Mississauga. Both companies are industry leaders. The Bonfire Purchasing Tool was helpful to compare the bids.

From a voting perspective, it was clarified that staff are ex-officio members of the Development Charges Steering Committee and therefore will not vote on motions. Technical advice will be provided by staff throughout the process.

Following a constructive discussion, the decision was to award the highest scoring proponent, Hemson Consulting Ltd. for a bid price of \$41,400 excluding HST. Staff were directed to discuss the work plan timelines and other items identified with their work plan.

Next steps

- Purchasing to issue the award letter followed by a meeting with the Consultants

- Set initial kick-off meeting with steering committee and consultants

Next Meeting Date

The next meeting will be scheduled at the call of the Chair which will be the initial kick-off meeting with the consultant.

On motion by Warden Barfoot the meeting adjourned at 1:40 p.m.

Kevin Eccles, Chair