

# Corporation of the Town of Hawkesbury

## Recommendation to Council

N°: 2019-REC-64

File N°:

Date of meeting: August 26, 2019

Subject: Purchasing Policy Derogation re: Public Consultation of l'île du Chenail

### Recommendation

Whereas the original recommendation (2019-REC-37) presented to Council on May 13, 2019 was rejected, and:

Whereas the members of Council requested that a modified request for proposals with additional information be submitted to the three (3) consultants who bid on the initial request for proposals, and;

Whereas only one (1) updated bid was received from Sierra Planning and Management in the amount of \$34,600.

Be it resolved that the Council deviate from the purchasing policy for the purpose of awarding a contract for the public consultation services for l'île du Chenail up to a maximum of \$34,600, as recommended in document 2019-REC-64.

### Explanation, history, context

During regular Council meeting held May 13, 2019, members of Council expressed their concern regarding cost of public consultation services, as they were higher than expected. Therefore, they requested that the terms of reference be revised based on feedback from staff and Council and that the three consultants be given an opportunity to re-submit their bid. Of the three consultants, only Sierra Planning and Management chose to submit a modified bid.

Sierra Planning and Management amended their work plan which now demonstrates a more comprehensive consultation plan, including not only more in-depth discussion with staff and Council but also a full public consultation process that involves a range of techniques such as focus groups, stakeholder interviews and surveys. Sierra Planning have stated that due to the additional parameters within the terms of reference, the level

of communication and scope of work is more in line with a typical master planning process. Sierra Planning and Management have also amended their budget to \$34,600 in order to reflect the amendments.

### Options/alternatives

1. Postpone the public consultation until summer 2020.

### Impact on budget

This project now exceeds the amount that was budgeted for by approximately \$29,000. This amount can be taken from the following budgets without impacting activities:

Budget	Amount	Reason
Professional Services-Grants (1-6-72-4501)	\$4,000	No other 2019 projects
Tourism Training (1-6-95-4201)	\$2,000	Tourism service provider
Convention Fees (1-6-95-4303)	\$1,000	Lack of time/lower priority
Professional Development (1-6-72-4201)	\$2,000	Cancelled training
Activities monitor (1-6-71-1201)	\$5,000	Lack of installations
Park structures	\$15,000	Lack of time
<b>Total</b>	<b>\$29,000</b>	

### Relevant studies

N/A

### Supporting document

Proposal from Sierra Planning and Management  
Modified Request for Proposals

**Department(s) involved**

Buildings

Finance

**Submitted and recommended by**

Nicole Trudeau, Director of Recreation and Tourism, August 13, 2019

**Comments of the Chief Administrative Officer**

The context of this project has changed but it will provide a better result for the future development of our waterfront.

Daniel Gatién, CAO

## Report Approval Details

Document Title:	2019-REC-64_derogation_procurement_policy_public_consult_ile_Chenail_ang.docx
Attachments :	- SPM Hawkesbury Revised Proposal July302019.pdf - Public_consultation_confederation_information_Jul'19.pdf
Final Approval Date:	Aug 20, 2019

This report and all of its attachments were approved and signed as outlined below:



**Daniel Gatién - Aug 20, 2019 - 5:21 PM**