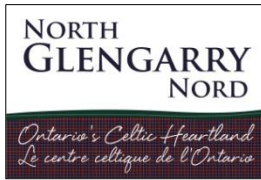


## Community Development Committee

### AGENDA

Tuesday, March 3, 2020 at 3:00 pm  
170 MacDonald Blvd., Alexandria

- 1) **CALL TO ORDER**
- 2) **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- 3) **ADDITIONS, DELETIONS OR AMENDMENTS**
- 4) **ADOPTION OF THE AGENDA**
- 5) **ADOPTION OF PREVIOUS MINUTES**
  - a. Minutes for the January 29, 2020
- 6) **BUSINESS ARISING FROM THE MINUTES**
- 7) **DELEGATIONS**
- 8) **AGENDA ITEMS**
  - a. Marketing Plan Working Group – Verbal Update
    - i. RFP for Development & Marketing Strategy
  - b. Educational Reform / School Boundary Working Group – Verbal Update
  - c. Electoral Boundaries – Verbal Update
  - d. Activities/Events – Verbal Update
    - i. Tourism Grants Café – September 22<sup>nd</sup>, 2020
    - ii. Upcoming Teeny Tiny Summit
  - e. Population and Maintenance of Community Assets Listing - Placeholder
- 9) **PENDING BUSINESS**
- 10) **CORRESPONDENCE/INFORMATION ITEMS**
  - a. Key Information Report – Economic Development Update
- 11) **NEXT MEETING** – March 25, 2020 at 3 pm – Sandfield Centre at Island Park
- 12) **ADJOURNMENT**



## Community Development Committee

### MINUTES

Wednesday, November 25, 2019 at 3:00 pm  
Sandfield Centre, 102 Derby St West, Alexandria

**PRESENT:** Carma Williams, Chair  
Jeff Manley, Councillor  
Brenda Noble, Councillor  
Gina Dragone, Community Representative  
David Filion, Community Representative  
Dean MacGillivray, Community Representative  
Rory Levert, Community Representative  
Michael Madden, Community Representative  
Anne Leduc, Director – Community Services / Recording Secretary

**REGRETS:** Sarah Huskinson, CAO

#### 1) CALL TO ORDER

The meeting was called to order at 3:00 pm by Carma Williams.

#### 2) DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest by the members present.

#### 3) ADDITIONS, DELETIONS OR AMENDMENTS

None

#### 4) ADOPTION OF THE AGENDA

**Moved by:** Jeff Manley

**Seconded by:** Mike Madden

THAT the agenda for the Community Development Committee for January 29, 2020 be adopted as presented.

**Carried.**

#### 5) ADOPTION OF THE PREVIOUS MINUTES

**Moved by:** David Filion

**Seconded by:** Dean MacGillivray

THAT the minutes of the November 25, 2019 Community Development Committee meeting be accepted as modified.

**Carried.**

**6) BUSINESS ARISING FROM THE MINUTES**

There was no new business arising from the minutes.

**7) DELEGATIONS**

None

**8) AGENDA ITEMS**

**a. Marketing Plan Working Group – Update**

- i) Draft RFP for the Development and Marketing Strategy

The Committee members reviewed the RFP and comments and details were added to the document which will be sent by email to the members once staff has finished with the formatting. The RFP will be issued afterwards.

**b. Educational Reform / School Boundary Working Group – Verbal Update**

Mr. David Filion has advised that the UCDSB is performing interviews with 25 individuals over the next two weeks with regards to the Maxville busing issue. Mr. Phil Dodds was selected as the unbiased third party to perform the interviews. The report must be filed by February 10<sup>th</sup> and it will be forwarded to the Board by the end of February. A decision is expected by the end of February.

The idea of Maxville being a co-feeder school to GDHS and Tagwai has been suggested during the interviews.

Mr. Dean MacGillivray and Mr. David Filion had a very positive meeting with Mr. John Danaher. A meeting of the SOS Glengarry will be held on January 30<sup>th</sup> to formalize its structure.

**c. Activities / Events**

- i) Peterborough & the Kawarthas Economic Development Agri-Food Focus Groups – January 24, 2020

A quick history was provided by staff on how this meeting came about. Ms. Carma Williams attended the meeting and advised that the consultants were told very clearly that unless they came up with another model, possibly including satellite distribution centres, this would not be a viable option for producers in our region.

- ii) Bridges out of poverty – March 11, 2020

Members interested in attending are invited to let staff know and they will be registered by the Township.

**d. Electoral Boundaries – Verbal Update**

Mr. Rory Levert spoke with MPP Eric Duncan and he stated that the boundary review is a natural process that will occur in 2022. This review, based on the 2016 Census, may see Ottawa gaining a new seat and Prescott-Russell could possibly carve out a larger portion of east Ottawa. MPP Duncan suggests that the Committee let the process start organically and that the members get involved once the process has been initiated. MPP Duncan would support the electoral boundaries review to have North Glengarry be part of SDG instead of PR and indicates that support letters should be obtained from surrounding municipalities.

**e. Population and Maintenance of Community Assets Listing**

The information is presented as a placeholder.

**9) PENDING BUSINESS**

None

**10) CORRESPONDENCE/INFORMATION ITEMS**

**a. Key Information Report – Economic Development Update**

The Committee members were invited to contact staff regarding any issues, comments or concerns on the information provided in the Economic Development Update.

**11) NEXT MEETING**

The next Community Development Committee will take place on February 27, 2020 at 3 pm at the Sandfield Centre (102 Derby Street W., Alexandria).

**12) ADJOURNMENT**

The meeting was adjourned at 5:06 pm by Dean MacGillivray.

---

**Carma Williams**  
Chair

NORTH  
**GLENGARRY**  
NORD



**CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

90 Main Street South, Alexandria ON K0C 1A0

Fax: 613-525-1649 Phone: 613-525-1110

**REQUEST FOR PROPOSALS CS-2020-02**

**DEVELOPMENT AND MARKETING STRATEGY**

**Issue Date: February 25, 2020**

**Closing Date: March 19, 2020 at 14:00 (EST)**

# TABLE OF CONTENTS

|   |    |
|---|----|
| 1. INFORMATION FOR BIDDERS .....                      | 3  |
| 2. AWARD PROCESS .....                                | 6  |
| 3. REQUEST FOR PROPOSALS TERMINOLOGY .....            | 6  |
| 4. SCHEDULE FOR SELECTION .....                       | 7  |
| 5. METHOD OF SELECTION .....                          | 7  |
| 6. PROPOSAL CONTENT .....                             | 8  |
| 7. PROJECT BACKGROUND .....                           | 10 |
| 8. PROJECT OBJECTIVES AND SCOPE .....                 | 10 |
| 9. CONTRACTOR OBLIGATIONS .....                       | 12 |
| 10. REQUEST FOR PROPOSALS FORM .....                  | 14 |
| 11. BIDDER'S DECLARATION FORM.....                    | 15 |
| 12. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM FORM ..... | 16 |

**CORPORATION OF THE TOWNSHIP OF NORTH GLENGARRY**

90 Main Street South, Alexandria ON K0C 1A0

Fax: 613-525-1649 Phone: 613-525-1110

## **1. INFORMATION FOR BIDDERS**

1.1. Request for Proposals will be received until **14:00 (EST)** on **Thursday, March 19, 2020**. Email and facsimile proposals will not be accepted.

1.2. Submissions of two hard copies sealed in an envelope will clearly be marked as:

Corporation of the Township of North Glengarry  
90 Main Street South

Alexandria, Ontario

K0C 1A0

### **DEVELOPMENT AND MARKETING STRATEGY**

#### **Proposal No. CS-2020-02**

Attention: Anne Leduc  
Director of Community Services

- 1.3. Each bid shall contain the full name of the authorized party or parties bidding and the signature of the authorized party or parties bidding shall be in their respective handwriting.
- 1.4. The Request for Proposals Form, Bidders Declaration Form and Acknowledgement of Receipt of Addenda Form provided with this document must be used or the Request for Proposals will be rejected.
- 1.5. While the Township of North Glengarry has used considerable efforts to ensure an accurate representation of the information in this Request for Proposal, the information contained in the Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Township of North Glengarry, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.
- 1.6. Proponents are solely responsible for any expenses they incur in preparing the proposal and for subsequent negotiations with the Corporation of the Township of North Glengarry (hereinafter referred to as Township), if any. If the Township elects to reject any or all proposals or cancel the Request for Proposals at any time the Township will not be liable to any bidder for any claims, whether for costs or damages incurred by the bidder in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

- 1.7. A proponent may withdraw a submitted proposal at any time up to the official closing time by letter bearing a signature of a senior official to the designated recipient of the proposal to which the request for withdrawal applies. The withdrawn proposal will be returned unopened to the bidder.
- 1.8. A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent as it applies to this Request for Proposals.
- 1.9. All changes to or clarifications of the terms, conditions or specifications required before closing will be issued by Anne Leduc, Director of Community Services, in the form of a written addendum posted to the Township's website [www.northglengarry.ca](http://www.northglengarry.ca). The receipt of addenda issued must be acknowledged by the proponents using the form in Section 0. The Township assumes no responsibility for oral instructions or suggestions. **FAILURE TO ACKNOWLEDGE RECEIPT OF ALL ADDENDA ON THE FORM OF PROPOSAL WILL RESULT IN YOUR BID BEING REJECTED.**

Questions can be directed to:

Anne Leduc  
Director of Community Services  
613-525-1110 x 352  
[anne@northglengarry.ca](mailto:anne@northglengarry.ca)

- 1.10. The Township of North Glengarry reserves the right to modify the terms of the Request for Proposals at any time at its sole discretion.
- 1.11. Each Proponent must thoroughly examine all documents as well as make their own estimate for the proposed work before submitting a bid and must satisfy themselves by personal examinations as to the local conditions to be met while completing the specified work. A Proponent is not to claim at any time after the submission of their bid that there was any misunderstanding of the terms and conditions of the Request for Proposals.
- 1.12. Proponents finding discrepancies or omissions in the Request for Proposals documents, or having any doubts to the meaning or intent of any part thereof, should immediately notify Mrs. Anne Leduc in writing by email at [anne@northglengarry.ca](mailto:anne@northglengarry.ca) or may send written instructions or explanations to all proponents on record with the Township of North Glengarry.

No responsibility will be accepted for oral instructions. Addenda or correspondence issued during the Request for Proposals period shall be considered part of this document and become part of the final contract documents.

- 1.13. By submitting a proposal the Proponent agrees to all the terms and conditions of this Request for Proposal. Proponents who have obtained the Request for Proposals must not alter any portion of the document, with the exception of adding information requested. To do so will invalidate the proposal.



- 1.14. The Township of North Glengarry may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, the Township of North Glengarry reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal.

The Township of North Glengarry is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposals process at any time, and to withdraw from discussions with any or all of the Proponents who have responded.

The Township of North Glengarry shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

No contract is formed as a consequence of this Invitation to Submit Proposals.

The Township of North Glengarry reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the Township of North Glengarry. Proposals must meet all the requirements herein to be eligible for consideration.

Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alteration, or irregularities of any kind may be rejected.

The Township of North Glengarry reserves the right to obtain additional information from the Proponents to clarify the information in their submission. In the event that only one proposal is received, the Township of North Glengarry reserves the right to return the proposal unopened. Proposals received after the closing time will not be opened.

- 1.15. Proponents and their Agents are hereby warned that any attempt to solicit individual members of the Council and/or Staff of the Township of North Glengarry or members of the Community Development Committee in regard to the award of this contract will disqualify their proposals.
- 1.16. This document or any portion thereof may not be used for any purpose other than submission of a Proposal. The successful Proponent shall agree not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of carrying out its duties or performing its services.
- 1.17. The documentation comprising any Request for Proposals submitted, along with all correspondence, documentation and information provided to the Township by any Proponent in connection with, or arising out of this Request for Proposals, once received by the Township:
- Shall become the sole and unfettered property of the Township;
  - Shall become subject to the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"), and may be released, pursuant to that Act.

Because of MFIPPA, Proponents are advised to identify in their Request for Proposals submission any scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury.

- 1.18. All prices shall be stated in Canadian funds. Prices must also be inclusive of customs, duty and freight where applicable.
- 1.19. Proposals are to remain firm for acceptance for a period of sixty (60) days from the date of closing of Request for Proposals unless otherwise stated by the Township.
- 1.20. The successful Proponent will issue an invoice in an expedient manner upon or after delivery of the work. The Township requires thirty (30) days to facilitate the invoice approval and to make payment. There shall be no interest charged during this period.
- 1.21. The Township is committed to providing quality goods and service that are accessible to all persons that it serves. Documents are available in various accessible formats upon request. Individuals' are advised to contact the Township Office and the Township will work with the individuals to provide a format that meets their needs.

## **2. AWARD PROCESS**

Consideration for award shall only be undertaken in relation to Proponents who are determined by the Township to have satisfied all the requirements.

The acceptance and award of the proposal, execution of an agreement, contract or purchase order is subject to payment terms and conditions in writing that are acceptable to the Director of Community Services along with approval by Council through the budget process or as otherwise directed by Council.

The lowest or any bid will not necessarily be accepted. The award is based, amongst other things, on a combination of factors as expressed in the Method of Selection at Section 5 of this document. The Township may reject any Proponent who is involved in litigation with the Township, its elected or appointed officers and employees in relation to any contracts or services, or any matter arising from the Township's exercise of its powers, duties or functions.

No announcement concerning information about any Request for Proposals submission received by the Township or about the evaluation process of the Township in determining a successful Request for Proposals (if any) will be made until a Report is issued to Township's Council recommending an award. Any notification of award shall be in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c. M.56 as amended.

## **3. REQUEST FOR PROPOSALS TERMINOLOGY**

The following terms will apply to this Request for Proposals and to any subsequent Contract awarded. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the following terms:

“Administrator” means the Corporation of the Township of North Glengarry who is responsible for managing and overseeing all aspects of the contract.

“Contract” means the written agreement resulting from the Request for Proposals executed by the Corporation of the Township of North Glengarry and the successful proponent.

“Contractor” means the successful proponent selected from this Request for Proposal.

“Must”, “Mandatory” or “Required” means a requirement that must be met in order for a proposal to receive consideration.

“Proponent” means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals.

#### 4. SCHEDULE FOR SELECTION

- RFP available: **February 25, 2020**
- Deadline for submittal of questions: **March 6, 2020**
- Response to questions: **March 11, 2020**
- Deadline for submission of proposals: **March 19, 2020 at 14:00 (EST)**
- Report presented to council for review and approval: **April 14, 2020**

#### 5. METHOD OF SELECTION

The Township will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

|  |     |
|--|-----|
| Team Knowledge, skills, abilities, education, professional qualifications, professional development <ul style="list-style-type: none"><li>• Include a description of your business/organization, partners/staff, history/experience, and the main contact person who will be the signatory to a Contract for this project.</li></ul>   | 10% |
| Creativity and Familiarity <ul style="list-style-type: none"><li>• Provide a brief description of the Township of North Glengarry that clearly shows you are familiar with the community, the region and Ontario and the characteristics the community has that would attract investors, residents and visitors. The delivery may take any format such as audio, written, video, etc.</li></ul>  | 25% |
| Previous Experience in undertaking similar work <ul style="list-style-type: none"><li>• Indicate the number of projects of similar professional services and type or the number of projects of similar scale. Examples and samples of creative public engagement processes and other reports of a similar nature that have been prepared by the team.</li><li>• Demonstration of willingness to be flexible in working with the Township of North Glengarry.</li></ul> | 20% |
| Innovation in Approach or Methodology <ul style="list-style-type: none"><li>• Provide a work plan including the proposed method to accomplish the tasks identified in the Request for Proposal.</li><li>• Provide a brief description of your approach to develop the vision for content, style, structure, motif, etc. of the final products; based on the requirements</li></ul>   | 25% |

|   |              |
|---|--------------|
| provided in this Request for Proposals including explanation of any deletions or additions you would make. Please demonstrate creativity in the approach to engage the public |              |
| Budget <ul style="list-style-type: none"> <li>• Cost effectiveness / ROI.</li> <li>• Ability to stay within the allocated budget.</li> </ul>                                  | 10%          |
| References <ul style="list-style-type: none"> <li>• Provide three (3) references from previous clients including specific contacts and phone numbers.</li> </ul>              | 10%          |
| <b>SCORE</b>  | <b>/100%</b> |

The successful firm will have the following skills:

- Experience in collaborative community development and gaining “buy-in” from diverse community groups and residents.
- Ability to make recommendations regarding implementation of the strategy.
- Creative and dynamic approach to the development and marketing process.
- Familiarity with the local government setting.

## 6. PROPOSAL CONTENT

The contractor's proposal must convey a clear understanding of the work to be undertaken as described in the Request for Proposals. The proposal must specifically address all requirements of this project. Clarity, style, organization, visual impact and scope are factors that should be considered in its preparation.

Proposals are to be submitted in the format described below:

- Title Page
- Table of Contents
- Request for Proposals Form
- Bidder’s Declaration Form
- Acknowledgement of Receipt of Addendum Form
- Transmittal Letter
- Project Schedule and Timeline
- Experience (Examples of work)
- Breakdown of Financial Proposal
- References
- Supporting Information (Appendices, etc.)

### 6.1. Title Page

Referencing the Request for Proposals title, the firm’s name, address, contact information and date of proposal.

### 6.2. Table of Contents

This will show the title of each subsection referenced to a numbered page and also list the title of any appendices and supplementary information.

6.3. Request for Proposals Form

Supplied in Request for Proposals Package at Section 10.

6.4. Bidder's Declaration Form

Supplied in Request for Proposals Package at Section 11.

6.5. Acknowledgement of Receipt of Addenda Form

Supplied in Request for Proposals Package at Section 0.

6.6. Transmittal Letter

Include a signed letter briefly stating an understanding of the work, the commitment to perform the work within the time period, the benefits they bring to the project and why the firm believes itself to be the best qualified to perform the work.

6.7. Project Schedule and Timeline

This section shall present the contractors project schedule and timeline. This will include scheduling from the initial meeting, development of the logo and tagline to submission of final documents to the Township of North Glengarry.

6.8. Experience

This section shall provide information on specific experience related to this project for the firm and project manager.

6.9. Breakdown of Financial Proposal

All proposals shall include a section that contains details on the:

- Fees for professional services.
  - Disbursements (travel, reproduction, telephone, meetings, etc.).
  - It is the responsibility of the vendor to determine what taxes, levies or fees are applicable and to include them in the proposed prices.
- Billing Rate Summary:
  - A summary of the hourly billing rates. These rates shall be firm and fixed for the duration of the project.

***\*\* Please note that the budget for this project is not to exceed \$30,000 including all fees and***

***Disbursements and applicable municipal 1.76% tax \*\****

## 6.10. References

Responses must contain a list of references of past projects and work of this nature, with contact names and telephone numbers.

## 6.11. Supporting Information

The contractor may include any information relevant to the evaluation of their proposal and expertise.

## 7. PROJECT BACKGROUND

The Township of North Glengarry is seeking to develop a long term strategy to increase the permanent population base in order to assist in creating a skilled and diverse labour force, increasing economic growth and entrepreneurship by attracting enterprising individuals. The goal is to become an innovated and creative community that attracts millennials, families and retirees and to increase school enrollment within all community.

The intention of this initiative is to support key infrastructure projects such as the planned major upgrade to the Alexandria lagoon, the newly completed \$30 M water infrastructure project in Maxville, both of which open development opportunities in the municipality. The Township has identified developable lands in both the urban and rural setting.

In the past, development has been initiated mainly through existing internal developers or external companies looking to relocate but the Township would like to take a more active role, given that existing property inventory includes Township-owned lands.

The Township of North Glengarry is seeking a firm or individual with a strong track record in community economic development to work with the Community Development Committee, the management team, and community stakeholders to develop a comprehensive Strategy and corresponding implementation plan.

## 8. PROJECT OBJECTIVES AND SCOPE

### 8.1. Project Objectives

The primary objectives that form the basis of this Request for Proposal are to develop a comprehensive development and marketing strategy for resident attraction and retention that increases our skilled work force, increases local school enrollment, and grows the local economy.

### 8.2. Project Scope

Tasks for the Consultant include, but are not limited to, the following:

- Consultation Process
- Research
- Development Strategy
- Marketing Strategy
- Action Plan

#### Consultation Process will include:

- In-person kick-off meeting with Community Development Committee members.
- In-person or skype meeting at monthly Community Development Committee meetings.
- An on-line survey with stakeholders to determine, amongst other things, why residents are leaving or coming to the community.
- In-person consultations with stakeholders.
- Public presentation to community on interim findings.
- Review of the near final report by the Community Development Committee.
- In-person presentation by the Consultant of the final report to Council

#### Research:

- Provide metrics on North Glengarry compared to like communities (including demographics);
- Identify existing internal and external business markets as well as opportunities;
- Determine workforce needs in North Glengarry, comparing these with those of adjacent municipalities;
- Identify gaps within the economy so that development and marketing strategy is tailored specifically to North Glengarry;
- Provide real estate assessment values of residential properties in North Glengarry compared to surrounding communities (including Montreal & Ottawa);
- Identify price-point for new builds (apartments, single-family dwellings, semi-detached or row houses);

#### Development Strategy:

- Identify key urban areas;
  - Include opportunities for residential and commercial development;
  - Create next steps to development flowchart;
- Identify key rural opportunities;
  - Include opportunity for development of “estate-lots/properties” on rural lands;
  - Create next steps for development flowchart;
- Identify potential funding sources or partnerships for development (create list);
- Work in conjunction with Township’s GIS Technician on already identified vacant land inventory in North Glengarry to identify growth opportunities (i.e., models for rural development - Patricia Lane and Delorme Crescent).

#### Marketing Strategy:

- Create outreach strategy for each of the identified segments for each population segment and external markets;
  - Population Age groups should be ranked according to viability of attraction and weighted for the long-term viability of the Township;
  - Analysis of existing and future desired assets weighted for the long-term viability of the Township and how that relates to attraction of demographics;
- Identify key messages for each population sector;
- Identify key events at which the Township could market itself;
- Integrate the use of cutting-edge technology as much as possible as pertinent for each population segment.

#### Action Plan:

Prepare a realistic and prioritized implementation plan for the Strategy that identifies:

- short term and long term actions
- roles and responsibilities
- timeframes
- scope of costs
- evaluation criteria (metrics)

Reference documentation provided by the Township:

Moneysense article on desirable locations to purchase a home -

<https://www.moneysense.ca/spend/real-estate/buy-ottawa-real-estate-outer-suburbs-2018/>

Corporate Strategy - <https://www.northglengarry.ca/en/town-hall/resources/Stretegic-Plans/2019-2023-North-Glengarry-Strategic-Plan---Final.pdf>

Economic Development Strategy - <https://www.northglengarry.ca/en/doing-business/resources/DOING-BUSINESS---Economic-Development-Strategy---North-Glengarry---2016-12-08-FINAL.pdf>

### 8.3. Scheduling

It is expected that the Development and Marketing Strategy will commence no later than April 29, 2020 which is the April date for the Community Development Committee and all final documents will be presented to the Council for the Township of North Glengarry at its November 9, 2020 meeting.

The end deliverables must include a digital version of the report in a format acceptable to the Township of North Glengarry, and two finished hard copies of the final report.

## 9. CONTRACTOR OBLIGATIONS

The Contractor shall:

- 9.1. Provide and obtain all necessary materials, equipment and labor.
- 9.2. Provide and obtain all necessary permits with the Township and utilities agencies as required by law.
- 9.3. Strictly adhere to proposed work. The Township reserves the right to withhold partial or all payment until the work is completed to the specifications and satisfaction of the Township. Any work not completed to specifications will be the Contractor's sole responsibility and expense to redo.
- 9.4. Indemnify and save harmless the Township, their officers and employees from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the contractor, their agents, officers, employees or other persons for whom the contractor is legally responsible.



- 9.5. Within 10 days of notification of acceptance and prior to the commencement of work provide the Township, at their own expense, with proof of WSIB coverage as required by Law.
- 9.6. Within 10 days of notification of acceptance and prior to the commencement of work provide the Township, at their own expense, with evidence of Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence / aggregate for any negligent acts or omissions relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; failure to perform; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause.

Such insurance shall add the Township as Additional Insured with respect to the operations of the operator. This insurance shall be non-contributing and apply as primary and not as excess of any insurance available to the Township.

Insurance shall be maintained until the termination of the contract or as otherwise stated.

Certificate of Insurances must be updated throughout the term of the Contract and copies forwarded to the Director of Community Services for the Township upon renewal.

# 10. REQUEST FOR PROPOSALS FORM

(To be submitted with Original and each copy of Bid Submitted)

| Development and Marketing Strategy for Resident Attraction and Retention   | COSTS     |
|--|-----------|
| <ul style="list-style-type: none"> <li>• Fees for professional services.               <ul style="list-style-type: none"> <li>○ <i>Disbursements (travel, reproduction, telephone, meetings, etc.).</i></li> <li>○ <i>It is the responsibility of the vendor to determine what taxes, levees or fees are applicable and to include them in the proposed prices.</i></li> </ul> </li> </ul> |           |
| <ul style="list-style-type: none"> <li>• Billing Rate Summary:               <ul style="list-style-type: none"> <li>○ <i>A summary of the hourly billing rates. These rates shall be firm and fixed for the duration of the project.</i></li> </ul> </li> </ul>  |           |
| <b>SUB TOTAL:</b>  | <b>\$</b> |
| <b>HST:</b>  | <b>\$</b> |
| <b>TOTAL:</b>  | <b>\$</b> |

Company / Bidder's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

HST Registration No.: \_\_\_\_\_

Authorized Signature(s): \_\_\_\_\_  
*Signature*
*Signature*

Name(s) (please print or type): \_\_\_\_\_  
*Print Name*
*Print Name*

Date Signed: \_\_\_\_\_

**11. BIDDER’S DECLARATION FORM**

(To be submitted with Original and each copy of Bid Submitted)

**To: The Corporation of the Township of North Glengarry**

I/We \_\_\_\_\_  
*Name of Company or Bidder*

- i. **DECLARE** that I/We are the undersigned authorized signing officer of the bidder.
- ii. **FURTHER DECLARE** that no person, firm or corporation other than the one whose signature or the signature of whose proper officers I attached below, has any interest in this bid or in the Contract proposed to be undertaken.
- iii. **FURTHER DECLARE** that this bid is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal (unless performed under a “joint” agreement and so declared in the Bid), and in all respects is fair and without collusion or fraud.
- iv. **FURTHER DECLARE** that no Township employee, or Member of Council or member of its Committees, is or will become interested directly or indirectly as a contracting party.
- v. **FURTHER DECLARE** that all statements, schedules and other information provided in this proposal are true, complete and accurate in all respects to the best knowledge and belief of the proponent.
- vi. **FURTHER DECLARE** that I/we have examined the specifications relating thereto, prepared, submitted and rendered available on behalf of the Township, and hereby acknowledge the same to be part and parcel of any contract to be let for the work therein described or defined, and do hereby propose and offer to enter into a contract to do the work and to provide for all of the labour and to provide and deliver, all matters mentioned and described or implied therein, including sales taxes in effect on the date of acceptance of the Bid, and all other charges, on the terms and conditions and under the provisions therein set forth, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities and unit prices attached to this Bid.
- vii. **FURTHER DECLARE** that the undersigned is hereby authorized by the proponent to submit this proposal and is authorized to negotiate all matters with Township representatives relative to this Proposal.

Company / Bidder’s Name: \_\_\_\_\_

Authorized Signature(s): \_\_\_\_\_  
*Signature Signature*

Name(s) (please print or type): \_\_\_\_\_  
*Print Name Print Name*

Date Signed: \_\_\_\_\_

**12. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM FORM**

(To be submitted with Original and each copy of the bid submitted)

This will acknowledge receipt of the following addendum/addenda and that the pricing quoted includes all provisions set out in such addendum/addenda.

| ADDENDUM # | DATE RECEIVED |
|------------|---------------|
|            |               |
|            |               |
|            |               |

Check here if NO Addendum received

Company / Bidder's Name: \_\_\_\_\_

Authorized Signature(s): \_\_\_\_\_  
*Signature* *Signature*

Name(s) (please print or type): \_\_\_\_\_  
*Print Name* *Print Name*

Date Signed: \_\_\_\_\_



## COMMUNITY DEVELOPMENT COMMITTEE

### KEY INFORMATION REPORT

Report No: CD-2020-02

February 27, 2020

From: Tara Kirkpatrick, Economic Development & Communications Officer and  
Anne Leduc – Director of Community Services

RE: Economic Development Update

---

The following is a summary of activities from January 29, 2020 onwards.

### **Community Improvement Plan (CIP) and SDG Regional Incentives Plan**

The Economic Development Officer is working with a number of property owners on potential CIP applications. At the next Council meeting, Council will be asked to approve a submission for a Public Art Grant from the St. Colomba Presbyterian Church, asking for funding for a bronze plaque to commemorate the 200<sup>th</sup> anniversary of Kirk Hill.

Numerous clients are working on their applications for the United Counties of SDG's Regional Incentives Program. Seven applicants from North Glengarry are expected to apply for the first round of applications is February 21, 2020. The program has an anticipated budget of \$250,000 for 2020. Every application requires a pre-application meeting and a vetting of the completed application by the Economic Development and Communications Officer prior to submission to the Program.

### **Business Retention & Expansion**

- Assisted an industrial client seeking tenants.
- Assisted a local business in finding storage rental space in Alexandria.
- Following the February 13<sup>th</sup> 9 am announcement of Alltech's closure, the EDO met with the Operations Manager by 9:30 am to discuss next steps. As a result of this meeting, the EDO reached out to the Glengarry Inter Agency Group and the Eastern Ontario Training Board to assist with an employee meeting on February 20 to counsel them on their employment options. The EDO also requested that MP Francis Drouin send a staff member to assist the employees with questions relating to their government pension plans and unemployment insurance. The

EDO suggested that Alltech contact their insurance company to inquire if a crisis counsellor might also be available. The EDO:

- Met with the United Counties of SDG by the end of February 13<sup>th</sup> to appraise them of the situation. Council had been previously updated by email. The Ontario Ministry of Economic Development and OMAFRA were also made aware of the situation, to ensure that they could assist with the process by looking for future leads for this facility. The MP was also informed in case he was approached by press and questioned on the departure of this company to the U.S.
  - Arranged for North Glengarry to partner with GIAG to host an emergency job fair on February 27<sup>th</sup> at Island Park.
  - Reached out directly to the four largest employers to extend an invitation with them to attend this event and to request that the information for their human resources departments be included on the information flyer given to employers on February 14<sup>th</sup>.
  - Prepared a “cheat sheet” of local employers, employment service agencies and crisis counselling hot lines that was given by Alltech, to their employees, on February 14<sup>th</sup>.
  - Continues to work with Alltech on their shut down and plans for the future.
- Organized a “Grants Café” that took place on February 20, at the Glengarry Sports Palace. The focus of this seminar was on industrial and commercial grants available for businesses. Guest speakers discussed the:
    - SDG Regional Incentives Program;
    - Rural Innovation Initiative;
    - Ontario Ministry of Economic Development Fund; and
    - North Glengarry Community Improvement Plan.
  - Organized a “Tourism Grant Café” to take place in September. This event will be held at the Sandfield Centre on September 22. It will feature the:
    - North Glengarry Community Grants;
    - SDG Tourism Grants
    - RT09 Partnership Fund the Celebrate Ontario Grants; and
    - Possibly additional speakers from this industry.

## **Youth Retention**

- Consultations with partners (Eastern Ontario Training Board (EOTB), St-Lawrence College, Glengarry Inter-Agency Group (GIAG) on strategies to retain youth.

## **Workforce Development**

- Working with the Eastern Ontario Training Board and Glengarry Inter-Agency Group to collect statistics related to wages and job retention that has been requested by an industrial client.
- Working with the EOTB and others to create an accreditation program for millwrights in our area.

## **Branding Initiatives**

- Coordinated a variety of regional tourism ads that promote the Ontario Celtic Heartland banner. These ads represent a joint branding campaign shared between the Township of North Glengarry and the Township of South Glengarry. The traditional branding was updated this year to be more focused. SDG Tourism will also be participating in these shared campaigns which are being used to better promote the wider region to bigger audiences.

## **Conferences, Training and Networking**

- Participated in various Economic Development workshops and forums such as the Stormont, Dundas & Glengarry Economic Development Working Group, and the North Glengarry Emergency Preparedness Group.
- Met with local EDOs and representatives from the United Counties of SDG to strategize about ways to improve our local websites and ways to partner for some of these future initiatives.

## **Communications**

- Postings on Facebook – has reached over 3,560 Likes. This is up from about 900 followers in 2017.
- Recent press releases include hiring of new Public Works Director, Doug Stitland.
- Arranged for translation and prepared the French version of the new Planning Department brochure.
- Prepared the Blue Plaques Program brochure.
- Responded to numerous information requests from the public, including questions related to volunteer opportunities, housing developments and internet access.
- Took photos of municipal assets, including Alexandria Island Park and local walking groups using the Tim Hortons Dome. Attended and photographed numerous local activities, including the Alexandria Fishing Derby and Family Day activities.
- Designed a variety of posters for Township events. In most instances, ads were created and shared with local newspapers on this topic.
- Posted a variety of Township jobs to the website and social media.
- Prepared the monthly ad “What’s New in North Glengarry,” which appeared in the Glengarry News.

## **Varia**

- Presently working with OMAFRA to organize a Teeny Tiny Summit to take place in Alexandria in 2020.

## **COMMENTS**

This report is presented for information purposes only.