

**Flagstaff Inter-Municipal Partnership Committee**  
**Special Meeting Agenda**  
**To Discuss Regional Governance Project Manager Proposals**  
**Wednesday, March 14, 2016**  
**Flagstaff County office**  
**At 7:00 pm**

**Business**

1. Phase II of Regional Governance Project – Consultant Appointment
2. Funding for Phase II of Regional Governance Project

**Adjournment**

# Flagstaff Intermunicipal Partnership

## ADMINISTRATIVE REPORT

**Subject:** Phase II of Regional Governance Project – Consultant Appointment

**Background:**

The CAO group developed and posted a Request for Proposals for Phase II of the Regional Governance Project. The proposal covered the development of a Communications and Public Engagement Strategy and the position of Project Manager.

Proposals were received from:

Transitional Solutions Inc.	\$143,600	Ranked #3 (51/100)
13 Ways Inc.	\$258,750	Ranked #1 (78/100)
WMC/Applications Management Consulting Ltd.	\$195,000 (Estimate)	Ranked #2 (64/100)

The rankings were based on:

Experience of key personnel/project manager with similar projects	30%
Qualifications of key personnel/project manager	30%
Direct past performance on FIP projects	30%
Corporate experience/information	5%
Rates	5%

The CAO Group made the following observations:

Transitional Solutions Inc. – although this was the least expensive of the proposals the group felt that they lacked experience in the regional governance area and concerns were also raised as notification was received of the withdrawal of a key person. Transitional Solutions Inc. did reaffirm that this loss would be filled by another key person, but overall the CAO group felt that there was a lack of experience with similar projects.

13 Ways Inc. – this was by far the most expensive of the proposals and this did raise concern with the CAO group. However, the experience of the team with similar issues, as well as their familiarity with the project to date outweighed the cost. Confirmation was subsequently received from 13 Ways Inc. indicating that they would work within the approved budget for this project.

WMC/Applications Management Consulting Ltd. – during the initial review, this proposal was within the budget for the project and the key personnel did have significant experience with amalgamation/dissolution projects. However, further review revealed that they were unable to provide us with a clear budget for the project. The CAO group was concerned that they could go over budget quite easily once they became familiar with the project. In subsequent discussions the consultant affirmed that they would be better able to provide us with a concise budget once we contracted with them and they reviewed the full scope of the project.

**Issue:**

The committee should review the proposals and the recommendation from the CAO Group and determine which consulting group will be awarded the contract for Phase II of the Regional Governance Project.

In the event that the FIP Committee does not appoint the recommended consultant to oversee Phase II of the Regional Governance Project, motion #16-01-007 "Moved by Member Bud James that the CAO Group enter into negotiations with 13 Ways Inc. to act as Project Manager" would need to be rescinded.

**CAO Group Recommendation:**

After reviewing and ranking all proposals and amendments made to the proposals, the CAO Group is recommending that the FIP Committee award the contract for the Regional Governance Project to 13 Ways Inc, for \$258,750 (plus disbursements) subject to receipt of grant funding of \$230,000 and the additional funds to be requisitioned from the partners in accordance with the FIP Funding Formula.

**Meeting Date: March 14, 2016**

**Submitted by: Debra Moffatt**

**Date: March 7, 2016**

REGIONAL GOVERNANCE STUDY - Phase II Analysis of Proposals

	<b>Criteria Percentage</b>	<b>13 Ways Inc.</b>	<b>WMC</b>	<b>Transitional Solutions</b>
<b>Experience of key personnel/project manager with similar projects</b>	30%	20	25	19
<b>Qualification of key personnel/project manager</b>	30%	23	26	23
<b>Direct past performant on FIP projects</b>	30%	30	4	0
<b>Corporate Experience/Information</b>	5%	3	5	4
<b>Rates</b>	5%	2	4	5
	<b>100%</b>	<b>78</b>	<b>64</b>	<b>51</b>

# Flagstaff Intermunicipal Partnership

## ADMINISTRATIVE REPORT

**Subject:** Funding for Phase II of Regional Governance Project

**Background:**

The Committee had originally committed the following fund to Phase II of the Regional Governance project:

ACP Grant	\$ 40,000	Approved
Municipal Restructuring Grant	150,000	Pending
Reserves	<u>80,000</u>	
Total funding available and/or pending	<u>\$270,000</u>	

We have received information from Municipal Affairs that that Municipal Restructuring Grant has been recommended by staff and is now awaiting final approval from the Minister. In the event that the \$150,000 Municipal Restructuring Grant is not received the partners would be required to fund that portion of the project. A breakdown of the estimated requisition in relation to the proposal from 13 Ways Inc. is:

	<u>Total Equalized</u>	
	<u>Assessment</u>	<u>Requisition</u>
Alliance	\$ 7,857,669	\$ 996.72
Daysland	\$ 63,509,070	\$ 8,055.96
Flagstaff	\$ 775,347,058	\$ 98,350.76
Forestburg	\$ 64,887,195	\$ 8,230.77
Hardisty	\$ 77,775,248	\$ 9,865.59
Heisler	\$ 7,035,693	\$ 892.46
Killam	\$ 91,546,039	\$ 11,612.38
Lougheed	\$ 15,989,234	\$ 2,028.19
Sedgewick	\$ 78,576,080	\$ 9,967.17
	<u>\$ 1,182,523,286</u>	<u>\$ 150,000.00</u>

**Issue:**

In the event that 13 Ways Inc. is appointed as the project manager for Phase II of the Regional Governance Project, the FIP committee should be prepared in the event that the Municipal Restructuring Grant is not received from the province.

**CAO Group Recommendation:**

In order to ensure that this project continues, the CAO Group is recommending that the FIP Committee recommend to member municipalities to fund the unfunded portion of Phase II of the Regional Governance Project through municipal requisitions calculated in the same manner as the regular FIP requisition.

**Meeting Date: March 14, 2016**

**Submitted by: Debra Moffatt**

**Date: March 10, 2014**

FLAGSTAFF INTERMUNICIPAL PARTNERSHIP  
REGIONAL GOVERNANCE PROJECT - PHASE II FUNDING FORMULA

<b>FULL GRANT APPROVAL</b>	
Revenue	
ACP Grant	40,000.00
Municipal Restructuring Grant	150,000.00
Reserves	80,000.00
Partner Requisition	-
	<u>270,000.00</u>
Expenses	
Phase II	270,000.00
	<u>-</u>

	Total Equalized		Equalized Assessment			
	Assessment	Requisition	residential	non-res	farmland	Total
Alliance	\$ 7,857,669	\$ -	5,812,442	2,045,227	0	7,857,669
Daysland	\$ 63,509,070	\$ -	57,224,349	6,280,101	4,620	63,509,070
Flagstaff	\$ 775,347,058	\$ -	271,462,522	319,999,462	165,786,550	757,248,534
Forestburg	\$ 64,887,195	\$ -	57,359,435	7,495,060	32,700	64,887,195
Galahad	\$ -	\$ -	4,399,651	521,380	0	4,921,031
Hardisty	\$ 77,775,248	\$ -	56,703,535	21,049,013	22,700	77,775,248
Heisler	\$ 7,035,693	\$ -	6,261,816	773,877	0	7,035,693
Killam	\$ 91,546,039	\$ -	70,937,298	20,463,361	145,380	91,546,039
Lougheed	\$ 15,989,234	\$ -	12,649,874	3,338,640	720	15,989,234
Sedgewick	\$ 78,576,080	\$ -	65,618,990	12,945,100	11,990	78,576,080
Strome	\$ -	\$ -	12,066,673	1,103,600	7,220	13,177,493
	<u>\$ 1,182,523,286</u>	<u>\$ -</u>	<u>620,496,585</u>	<u>396,014,821</u>	<u>166,011,880</u>	<u>1,182,523,286</u>
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<b>REDUCED GRANT APPROVAL</b>	
Revenue	
ACP Grant	40,000.00
Municipal Restructuring Grant	-
Reserves	80,000.00
Partner Requisition	150,000.00
	<u>270,000.00</u>
Expenses	
Phase II	270,000.00
	<u>-</u>

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