



Legislation Text

File #: AR-20-346, **Version:** 1

TAMRMS#: B06

Engagement Contract - Change of Scope

Presented by: Cindy de Bruijn, Senior Manager, Community Relations

RECOMMENDED MOTION

That Council approve the proposed change in scope to the Y-Station contract, described in the report dated October 5, 2020 entitled "Engagement Contract -- Scope Change"

PURPOSE OF REPORT

Y-Station has been awarded the contract to conduct the Budget 2021 world café discussions with residents on November 4, 2020. This is the same firm that conducted our 2019 Community Satisfaction Survey.

Administration would like to amend the scope of work to include a resident wellbeing/community pulse check, as we would like to gauge if the community still feels the same as they did prior to COVID-19.

This scope change can be funded through re-allocation of approved budget dollars from other areas, so no additional money is being requested. However, because the scope change is more than 10% of the existing budget for this particular "project", a cautious interpretation of clause 5(c)(viii) of Council Policy C-CAO-01 (CAO Delegations) dictates that it should come to Council for approval, even though the dollar amount is small.

ALIGNMENT TO PRIORITIES IN COUNCIL'S STRATEGIC PLAN

N/A

ALIGNMENT TO LEVELS OF SERVICE DELIVERY

This aligns to the service level regarding Public Communication and Participation.

ALIGNMENT TO COUNCIL DIRECTION OR MANDATORY STATUTORY PROVISION

N/A

BACKGROUND AND DISCUSSION

The 2019 Community Satisfaction Survey provided a detailed analysis of the community's perspective on services delivered. The impacts of COVID-19 are not thoroughly understood;

Administration would like to better understand if the data collected last year is still relevant in a post-COVID era.

There is an opportunity to extend our current contract with Y-Station as they are familiar with the process having completed this work for us in previous years; this resident wellbeing/community pulse check would however be smaller in scope. This data will support administrative needs and compliment other engagement initiatives such as Budget 2021 and the work of the Recovery Task Force.

The current contract is for \$9,987; the revised contract would be for up to an additional \$18,000.

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT

N/A

IMPLICATIONS OF RECOMMENDATION(S)

Financial:

None at this time.

Legal / Risk:

None at this time.

Program or Service:

None at this time.

Organizational:

None at this time.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

If Council does not wish to support the recommendation, the following alternatives could be considered:

1. Council could direct Administration to conduct a full Request for Proposals, receiving the results in 2021.

Report Date: October 5, 2020

Author: Cindy de Bruijn

Department: Office of the DCAO

Deputy Chief Administrative Officer: Kerry Hilts

Chief Administrative Officer: Kevin Scoble