

Subject: Single Sourcing - Ward Boundary and Council Composition Update and Selection Process for Deputy Mayor

Recommendation:

BE IT RESOLVED THAT Council receive Report #2023-0090 – Single Sourcing – Ward Boundary and Council Composition Update and Selection Process for Deputy Mayor, for information.

Background:

The Town of Pelham was established in 1970 with a three (3) ward system. Minor ward adjustments were completed in 1978.

In 2013 the Town of Pelham underwent a boundary review which was completed by Watson and Associates. The report from Watson and Associates in 2013 cost approximately \$20,453.00.

In 2011 the Town of Pelham's population was 16,598. In 2013 the Town of Pelham's population was 17,110. In 2021 the Town of Pelham's population was 18,192. The Town has seen significant growth over the last decade; however, the growth has not been evenly distributed amongst the three wards. For various reasons the majority of growth has taken place in the settlement areas, primarily Fonthill.

Council considered a report on ward distribution in October of 2022 at the Council Meeting on December 5th, 2022, changes were made to the appointment process and term of office for the Deputy Mayor, which now is a two-year appointment.

Council also approved funding within the 2023 operating budget that includes project number PLN 04-23, Ward Boundary and Council Composition Update and Selection Process for Deputy Mayor ("the study"), in the amount of \$51,000.00. The amount of this budget item, which has been approved, was provided by Watson and Associates.

Analysis:

Staff understand that any proposed changes adopted based on the study will necessarily garner public attention and participation. As a result, it is important that

the study and community consultations take place as early as possible in this term so as to provide enough time for Council to digest the information and make an informed decision prior to the next election cycle. Staff therefore intend to proceed with the study without delay.

As Watson and Associates not only undertook the last comprehensive boundary review, but have also provided the estimate for a renewed study, staff believe there is a strong benefit in sole sourcing the project.

This will ensure timely undertaking and completion of the study, and an assurance, barring any unseen issues, that the project will fall within the budgeted parameters.

Under the Town's Procurement Policy this qualifies as a Non-Competitive Procurement from a Single Source. Schedule "H" of the Procurement Policy defines Single Source procurements as follows:

Single Source: A procurement method in which a Purchase is directed to one source of supply, supported by a sound business case, notwithstanding that other competitive sources may be available and capable of providing the Goods or Services within the necessary timeframe.

Schedule "H" authorizes the Treasurer and Town Solicitor to approve Single Source procurements where these requirements are met. For the reasons set out above, the Treasurer and Town Solicitor have authorized the engagement of Watson and Associates as a Single Source procurement to conduct the study, provided confirmation that the budget estimate approved by Council has not changed.

Financial Considerations:

The project has been approved in budget and moving forward with a Single Source procurement should provide the necessary assurances that the project will be delivered in a timely manner and within the budget estimate approved by Council.

Alternatives Reviewed:

Staff considered preparing a Request for Proposal and soliciting bids from other firms. However, doing so would require staff to prepare a comprehensive RFP to ensure that the end product will meet the needs and expectations of Council. This process would take time to develop the proposal, evaluate, award and commencement of the study.

Although this would be a reasonable approach, it would significantly impact the timing of the study. This might in turn impact the ability for Council to implement any chosen changes as part of the 2026 election cycle.

Realistically, with a fully competitive process there would be the potential for other firms to submit Proposals either less than the budgeted amount or in excess of the budgeted amount. However, with Watson and Associates' history and understanding of the community, along with a firm budget estimate, staff believe it is a sound approach.

Strategic Plan Relationship: Strong Organization

Regularly reviewing the Town's ward boundaries and Council composition leads to building a strong organization by ensuring democratic representation is fair amongst the residents of Pelham. This will uphold a fundamental democracy principle of representation by population.

Conducting such reviews demonstrates the Town's commitment to the democratic and electorate process.

Consultation:

The Treasurer, Town Solicitor and Chief Administrative Officer were consulted about the appropriateness and desirability of moving forward with a Single Source procurement.

Other Pertinent Reports/Attachments:

None.

Prepared and Recommended by:

William Tigert
Town Clerk

Prepared and Submitted by:

David Cribbs, BA, MA, JD, MPA
Chief Administrative Officer