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**SUBJECT:** Short Term Accommodations (STA's)- Consultant Selection  
**FROM:** Bill Jones, Chief Administrative Officer  
**DATE:** April 23, 2019

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**RECOMMENDATION:**

THAT Council awards RFP P-001-19, Consulting Services for Short Term Accommodation Implementation, to Skelton Brumwell and Associates Inc. in the amount of \$23,000.00 plus applicable taxes and disbursements (mileage and printing costs).

**BACKGROUND:**

The Municipality of Northern Bruce Peninsula (MNBP) issued a request for proposal (RFP) for consulting services in regards to short term accommodations (STA's). Two (2) consultants submitted proposals and both made presentations to Council. Michael Smith Planning Consultants and Skelton Brumwell and Associates both provided quality proposals and strong presentations to Council. The CAO reviewed both proposals based on experience, qualifications, project management, presentation to Council and project cost. Skelton Brumwell and Associates is the recommended consultant based on the above-mentioned criteria.

Submitted budgets for both proposals were as follows:

Michael Smith Planning Consultants	\$50,000.00- \$60,000.00 plus HST
Skelton Brumwell and Associates	\$23,000.00 plus HST

**FINANCIAL IMPLICATIONS:**

Both proposals fall within the \$65,000.00 2019 budget allocation for the STA project.

**MUNICIPAL STRATEGIC COMMITMENT:**

By evaluating strategic objectives, it can be assured that the actions taken by the Municipality create value across all strategic priorities identified in the Strategic Plan. In doing so, the Municipality moves closer to its vision of providing a safe, progressive municipality that is committed to managing growth and providing a welcoming, diverse and environmentally sustainable community that enhances the quality of life for all residents and visitors.

Strategic Priority	Yes	No
Well managed and fiscally responsible municipal government is enhanced	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conservation and protection of unique natural environment including the encouragement of well managed growth is enhanced	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Health, safety and education of the community are enhanced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Development/promotion of cultural and recreational opportunities is enhanced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Citizen involvement is enhanced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Economic development strategies are enhanced.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the option(s) recommended create value across all strategic priorities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the option(s) recommended make Northern Bruce Peninsula a municipality of choice for high performance public servants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Bill Jones, Chief Administrative Officer