



Staff Report

Report To: Council

Report From: Laura Johnston, CAO

Meeting Date: May 16, 2023

Subject: Costs associated with RFP WG22-19: Study and Analysis of Policing Services Models

Recommendations:

That in consideration of staff report “Costs associated with RFP WG22-19: Study and Analysis of Policing Services Models”, council receives the report for information.

Highlights:

- At the December 21, 2021 council meeting, West Grey council directed staff to request a costing from the Ontario Provincial Police (OPP) for the provision of policing services in West Grey (Resolution 818-2021).
- In January, 2022, staff formally requested a costing from the OPP.
- In April 2022, following a request from Owen Sound Police Services (OSPS) to provide a costing proposal, staff issued an Expression of Interest for any other eligible service to also request the opportunity to provide a costing.
- In May 2022, the OPP and the OSPS were advised of the final timeline to submit a proposal by September 13, 2022.
- In September 2022, the OPP submitted their proposal for review by MNP, the cost consultant retained to review and present the proposal to council in January 2023.
- On January 19, 2023, council voted to retain the West Grey Police Service and directed staff to provide a report outlining “the total costs associated with the West Grey Police costing”. (Resolution S-230119-002)
- This report outlines the hours and corresponding costs beyond the \$80,000 fee for the MNP consultant contract.

Previous Report/Authority:

Resolution 818-2021:

<https://calendar.westgrey.com/meetings/Detail/2021-12-21-0900-Council/58ef6508-875e-4a2a-8976-ae20015c3693>

CAO Report, September 2022:

<https://pub-westgrey.escribemeetings.com/filestream.ashx?DocumentId=11751>

MNP Analysis, January 2023:

<https://pub-westgrey.escribemeetings.com/Meeting.aspx?Id=1ee6f3e7-73ce-41be-bddb-a0f170c577b2&Agenda=Agenda&lang=English&Item=11&Tab=attachments>

Analysis:

On council direction in 2021, West Grey staff proceeded to solicit proposals for the provision of policing services in the municipality. This project required support from departments across the corporation – clerks, communications, payroll and HR, finance, building, administration (the office of the CAO), and support staff in public works, as well as the involvement of the West Grey Police Service (WGPS).

Itemized below is a summary of the contributions and corresponding costs from each of these departments.

Clerk's department (communications, legislative services)

Staff in legislative services, in preparation for this report, reviewed all council meetings that included items related to the costing project. The following is a summary:

- December 21, 2021 council meeting – 24 minutes
- December 21, 2021 special council meeting – 1 hour, 38 minutes
- January 4, 2022 special council meeting – 1 hour, 30 minutes
- January 18, 2022 council meeting – 2 hours, 15 minutes
- February 15, 2022 council meeting – 26 minutes
- March 15, 2022 council meeting – 1 hour, 53 minutes
- April 5, 2022 council meeting – 1 hour, 31 minutes
- April 19, 2022 council meeting – 8 minutes
- May 3, 2022 council meeting – 1 minute
- September 6, 2022 council meeting – 49 minutes
- October 4, 2022 council meeting – 10 minutes
- January 18, 2023 council meeting – 3 hours
- January 19, 2023 special council meeting – 3 hours

The financial impact of these meetings is calculated at \$23,000.

The clerk's department was also involved in communications activities associated with this project. It is estimated that 15 hours were spent monitoring and managing social media, assisting with media enquiries and media releases, and promoting the community survey. These hours are captured in the overall cost total of \$23,000.

Finance department (HR, payroll, police budget)

Data collection was a significant activity of staff in the finance department. Both the police services and the consultant team required detailed information to complete their work. Data ranged from staffing counts and wages, information about benefits and the collective agreement, budget figures and asset management data, as well as operational costs and long-range expenses. It is estimated that 22 hours were needed to provide this information with a cost total of \$2,500.

Administration: Office of the CAO, public works support staff

The CAO's office served as the centralized office for enquires and administration functions for this project. The CAO was the direct contact for the police services and the consultant team. It is estimated that a combination of CAO and administrative assistant time totalling 40 hours was required to support this project with an estimated cost of \$4,500.

West Grey Police Service (WGPS)

The WGPS was not required to participate in submitting a proposal as part of the costing project as they are the incumbent service. However, in the process of the costing project, WGPS was involved in assisting in the creation of the RFP and in providing data, operational information, tours, and responding to enquiries from the OPP and the OSPS. Additionally, WGPS worked closely with the cost consultant, MNP, in providing data and answering numerous questions as the project progressed over the 13 months.

A total of 96 hours was committed to the costing project, and an estimated cost of \$7,000 in wages. Staff from across the WGPS organization assisted in varying degrees over the year-long project. Not quantified or calculated was the numerous hours managing social media and public comments, as well as managing the impact to the service.

Financial Implications:

Financial implications have been outlined throughout this report, and the total estimate is \$37,000 in addition to the \$80,000 cost for the MNP consultant team. While this project required staff to reprioritize and adjust workloads, the staff costs are covered in the existing wages budget.

Due to pausing the construction of the WGPS building during the costing project, a new RFP was required to retain a replacement architectural firm. The original architect contract was for approximately \$247,300, of which \$192,326.53 was paid (net the HST rebate).

As outlined in the staff report presented on April 4, 2023, the new cost for architectural and contract administration is \$297,500 which was approved by council:

<https://pub-westgrey.escribemeetings.com/filestream.ashx?DocumentId=13018>.

Communication Plan:

Communication of this report is through the posting of council meeting agendas on the Municipality of West Grey's website.

Consultation:

Director, Legislative Services / Clerk

Director, Finance / Treasurer

West Grey Chief of Police

Attachments:

None.

Submitted by:

Laura Johnston, Chief Administrative Officer

For more information on this report, please contact Laura Johnston, CAO at ljohnston@westgrey.com or 519 369 2200 x.222.