



**SERVICE DELIVERY AND ORGANIZATION REVIEW COMMITTEE  
AGENDA**

**Date and Time** June 12, 2013 at 11:00 a.m.

**Place** County of Frontenac Administrative Boardroom 2069 Battersea Road, Glenburnie

**Members:**

Deputy Warden Bud Clayton

Councillor Gary Davison

Councillor Denis Doyle, Vice Chair

Walter Knott, Chair

Warden Janet Gutowski, Ex-Officio

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1. Call to order
2. Adoption of the agenda
3. Disclosure of pecuniary interest and general nature thereof
4. Adoption of minutes
  - Minutes of the June 6, 2013 Meeting
5. Deputations and/or presentations
6. Communications
7. Reports
8. Other business
  - Committee Composition - Role of the City of Kingston
  - Preparatory Material for Interview Team - Background Information
9. Adjournment

2-5



**Minutes of the Service Delivery and Organization Review Committee Meeting  
June 6, 2013**

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A meeting of the Service Delivery and Organization Review Committee was held in the Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Thursday, June 6, 2013 at 1:00 p.m.

**Present:** Warden Janet Gutowski; Deputy Warden Bud Clayton; Councillors Davison and Doyle; Walter Knott, Community Member  
**Also Present:** County Staff: Elizabeth Savill, CAO/Clerk; Marian VanBruinessen, Treasurer; Paul Charbonneau, Director of Emergency and Transportation Services; Julie Shillington, Administrator of Fairmount; Jannette Amini, Deputy Clerk  
Media: Elliot Ferguson, The Whig

**1. Call to order**

Ms. Savill called the meeting to order after welcoming the members and opened the floor for nominations for the Chair.

Motion #: SDORC 001-13

Moved By: Councillor Doyle  
Seconded By: Councillor Davison

THAT Mr. Walter Knott be nominated Chair of the Service Delivery and Organization Review Committee for 2013.

CARRIED

After receiving no further nominations during the second and third call, Mr. Knott was appointed Chair of the Service Delivery and Organization Review Committee for 2013.

Motion #: SDORC 002-13

Moved By: Councillor Davison  
Seconded By: Deputy Warden Clayton

THAT Councillor Doyle be nominated Vice Chair of the Service Delivery and Organization Review Committee for 2013.

CARRIED

After receiving no further nominations during the second and third call, Councillor Doyle was appointed Vice Chair of the Service Delivery and Organization Review Committee for 2013.

Mr. Knott then assumed the Chair.

**2. Adoption of the agenda**

Motion #: SDORC 003-13

Moved By: Councillor Davison

Seconded By: Councillor Doyle

THAT the agenda for the June 6, 2013 Service Delivery and Organization Review Committee be adopted.

CARRIED

**3. Disclosure of pecuniary interest and general nature thereof**

The Chair requested the Recording Secretary to make note in the minutes that no members of the committee declared any disclosures of pecuniary interest.

**4. Adoption of minutes – Nil**

**5. Deputations and/or presentations – Nil**

**6. Communications – Nil**

**7. Reports/Topics for Discussion**

**2013-116**

**Service and Organizational Review Committee – RFP Process**

Concerns were expressed this was to be a Council exercise and questioned the number of staff in the room; however it was clarified that staff were in attendance to ensure the County's Procedural by-law is adhered and to provide support. Staff has a responsibility to ensure that members of this Committee are aware of its obligations under the *Municipal Act* and Committees of Council must be open and transparent to the public.

Mr. Knott questioned how the Committee would like to proceed.

Motion #: SDORC 004-13

Moved By: Councillor Doyle

Seconded By: Deputy Warden Clayton

THAT the Committee proceed with short listing of 2 or 3 proponents.

CARRIED

Based on the evaluation matrices completed by three of the members and circulated to the Committee, it was noted that all matrices ranked KPMG, Ernest & Young LLP and WSCS Consulting Inc. as the top 3 proponents. As such, the Committee decided to focus on these 3 proponents.

The Treasurer cautioned that the Committee should evaluate proposals based on the information in the proposals and not based on comments heard externally.

Motion #: SDORC 005-13

Moved By: Councillor Davison

Seconded By: Councillor Doyle

THAT the Service Delivery and Organizational Review Committee recommend to the Council of the County of Frontenac a short list comprising of KPMG, Ernst & Young LLP and WSCS Consulting Inc. be selected for interviews.

CARRIED

Interview Process

Given that any business done by the Committee would be subject to open meeting requirements, members will send recommended questions to staff for formatting and the interviews would be conducted at the staff level with the Chair and 1 other member of the Committee as part of the interview panel. It was also agreed that the Treasurer would sit in on the interviews as an observer to ensure adherence to the Procurement Policy.

As part of the procurement process and through the RFP, questions must focus only on the requirements detailed in the RFP. If any of those elements has not been fully addressed in the submissions, staff will address this in the questions to ensure that Council's direction is met.

Motion #: SDORC 006-13

Moved By: Councillor Doyle

Seconded By: Councillor Davison

That Mr. Knott and Deputy Warden Clayton and the CAO conduct the interviews with the Treasurer to sit as an observer of the interview process.

CARRIED

Questions developed by senior staff will include input from the subject experts within the staff complement to ensure all terms of the RFP are addressed.

All questions should be funneled through the Deputy Clerk to ensure this is a staff exercise.

Motion #: SDORC 007-13

Moved By: Deputy Warden Clayton  
Seconded By: Councillor Doyle

The timeline for the project be revised as follows:

- Receive Proposals 1 p.m. Tuesday, May 21, 2013
  - Determine Short List for Interviews Monday, June 10, 2013
  - ADD: Council Approval of Short List Wednesday, June 19, 2013
  - CHANGE: Interviews/Presentations June 27, 28, July 4, 5, 2013
  - ADD: Council Approval of Award Wednesday, July 17, 2013
  - CHANGE: Notification of Award From June 28, 2013 to July 17, 2013
- CARRIED

The next Committee meeting will be set for Friday, July 12 at 10:00 a.m. to confirm the proposal recommendation to County Council at its July 17 meeting.

All proponents will need to be advised of the changes in the timelines as this could affect their proposals.

It was noted an additional committee meeting is required to approve the interview process and make recommendations to County Council.

All questions are to be submitted to the Deputy Clerk by June 14<sup>th</sup> who will then forward all questions to the interview panel.

**8. Other business – Nil**

**9. Next meeting date**

The next meeting of the Committee is scheduled for Friday, July 12, 2013 at 10:00 a.m.

**10. Adjournment**

Motion #: SDORC 008-13

Moved By: Councillor Doyle  
Seconded By: Deputy Warden Clayton

THAT the meeting be hereby adjourned at 2:28 p.m.

CARRIED