



CITY OF PORT COLBORNE

Municipal Offices
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8
www.portcolborne.ca

PLANNING AND DEVELOPMENT DEPARTMENT

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING AGENDA

Date: Wednesday March 1st 2017
Location: City Hall Committee Room 3 (Third Floor)
Time: 5:00pm

1. Call To Order
2. Confirmation of Previous Minutes
 - a. Monday October 17th 2016
3. Business Arising from the Minutes
4. Delegations
 - a. Engineering Staff
City of Port Colborne engineering staff will provide a brief overview of the East Side Employment Lands project - work that has been completed to date next steps.
 - b. David Oakes, Director of Economic Development for Niagara Region
Mr Oakes will present on the role of Niagara Region Economic Development and Team Niagara
5. Business
 - a. Economic Development Strategy RFP Review
Review of RFP for previous economic development strategy and identification of priorities for new RFP
 - b. Future of Committee
Discussion on future of committee as economic development strategy is conducted
6. New Business
7. Information/Correspondence
8. Adjournment

October 17, 2016
MEETING OF THE PORT COLBORNE ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE

Minutes of the sixth regular meeting of the Committee Members of the Port Colborne Economic Development Advisory Committee, held in the Third Floor Committee Room 3, City Hall, 66 Charlotte Street, Port Colborne October 17, 2016, 5:00 p.m.

The following Committee Members were in attendance:

Committee Members: Gary Bruno, Matthew Cherevaty, Fred Davies, Betty Konc, Jeni LaMarre, Kate Ostryhon-Lumsden, David Semely, Jordan Sherlock, Dee Tilbrook

Councillors: Mayor John Maloney, Councillor John Mayne

Regrets: Len Stolk, Councillor Dave Elliott,

Guest: Donna Abbott

Staff: Evan Acs, Scott Luey, Karen Walsh

1. CALLED TO ORDER: 5:00 p.m.

Welcome Donna Abbott from the Tourism & Marketing Advisory Committee

2. CONFIRMATION OF PREVIOUS MINUTES:

A: Monday, July 18, 2016

Revisions: attendance list change "Mayor Bea Kenny" to "Mayor John Maloney"

Moved by: Dave Semely
Seconded by: Jeni LaMarre

CARRIED

3. BUSINESS ARISING FROM THE MINUTES:

None

AGENDA CHANGES

Moving new business before business.

Moved by: Mayor John Maloney
Seconded by: Jeni LeMarre
CARRIED

4. NEW BUSINESS

Scott Luey discussed the Corporate Strategic Plan that was done in 2015, which is in different stages of completion. He went through each item on the list and discussed where each item is at. There will be a report going to council to ask for funding to do another Corporate Strategic Plan with different options on the process/facilitator. The strategic plan can provide a road map for an economic development strategy. Committee members advised Mr Luey to start the strategic plan as soon as possible and not to wait until spring 2017. Mr Luey was also advised to engage an external facilitator free of biases and agendas.

Councillor Mayne advised the city looks for the best use of money. It is the tax base that supports the cities expenses. The City needs a good solid base Strategic Plan to increase the Economic Development for the City.

5. BUSINESS

a. Chair's Update

No report.

b. Economic Development Officer's Update

- i. Sold 2 acres of land on Invertose Dr to On the Road Machine. The building will be 14,000 -15,000 square feet. They have outgrown their current location.
- ii. The City passed by-law to waive development charges to Sept., 2017. Westwood Estate Phase 2 is starting to build.
- iii. Updating Zoning by-law (last update was 1982). The Official Plan was updated in 2013. Maps are currently on the second floor for viewing. The text is complete but being reviewed internally before public hearings.
- iv. New branding for tourism (replacing Uncharted, Unexpected) – putting together a steering committee of eight people for new branding including design layouts. Committee provided input that rebranding is premature in light of a corporate strategic plan and economic development strategy being completed.

Motion

This committee recommends postponing any rebranding exercise be completed after the Corporate Strategic Plan and Economic Development Strategic Plan have been done.

Moved By: Dave Semely
Seconded By: Betty Konc

CARRIED

Abstentions: John Maloney

c. Committee Report to Council

Each Committee member was provided a few minutes to discuss the draft report provided in the agenda package, namely seeking input on what points should be brought forward to council. The notes from that discussion are attached to these minutes. After all members provided input discussion focused on recommending a new economic development strategy be completed for the City.

Motion

This committee recommends to City Council that it authorize the preparation Economic Development Strategic Plan in conjunction with the City's overall Strategic Plan.

Moved By: David Semely
Seconded By: Gary Bruno

CARRIED

Abstentions: John Maloney

d. Tourism & Marketing Advisory Committee

Staff provided a verbal report on issues that have arisen with the Tourism & Marketing Advisory Committee, with meetings being missed and ex-officio members resigning and not being replaced. The committee is not functioning in its current form. Changing its structure and making it a standing sub-committee of the Economic Development Advisory Committee may be beneficial.

Motion

The Tourism & Marketing Advisory Committee to become a subcommittee of the Economic Development Advisory Committee. Terms of Reference for the two committees will be amended.

Moved By: David Semely
Seconded By: Kate Ostryhon-Lumsden

CARRIED

Abstentions: John Maloney

Next meeting – tentatively set for November 21st 2016 at 5 pm

4. NEW BUSINESS (Continued)

Several members requested that minutes be circulated shortly after each meeting and that agenda packages be distributed earlier prior to meetings.

6. INFORMATION/CORRESPONDENCE

None

7. ADJOURNMENT:

Moved by: Dave Semely
Seconded by: Dee Tilbrook

Resolved that we do now adjourn.
CARRIED

Time of adjournment 7:10 p.m.

DRAFT

Economic Development Advisory Committee

October 17th 2016

Discussion on items to be reported to Council

- Great ideas but the issues take place once the Economic Development Strategic plan is done.
- Need to be more focus on Economic Development.
- If we act on other areas, it will work.
- We have to cultivate and maintain new business in the community strategy plan.
- New industrial development & maintain existing business.
- We need to sell our city to the Region.
- Need to have shovel ready industrial land.
- People are here to spend money.
- Need to focus more on a vision – then do an Economic Development Strategic Plan.
- Filter everything through the vision (Residential, tourism, industrial).
- We should not go to council and use the time to work on a vision.
- Need to develop evidence base.
- Need an overall communication plan – have a gatekeeper to have all communication filter through and have all the boxes ticked.
- Need to have a brand – a vision is the starting point.
- Branding marketing helps create presents.
- Port Colborne's self-image not very strong.
- Need to have more representation at the Niagara Industrial Association (NIA), like there is for all the other communities.
- Why are we not more forceful and have more of a present outside the area?
- We can't do everything all at once.
- Need to be willing to go into uncharted territory.
- Need to think outside the box and be comfortable with it.
- Really good process establishing the committee.
- Not a lot of goal setting targets, once established organize and natural growth will happen.
- How can we do anything else if arguing on the slogan and cost.
- The business community needs to represent themselves at Regional events.
- Hosting events, such as plant tours, brings awareness to the area and people ask questions on what else is available and being done.
- Political – forgotten community – what are we doing to get ahead of it.
- Make awareness to council.
- We need to get out in the Region to represent Port Colborne (not just City Staff and Council)
- Vision – where are you going.
- Tourism focused a lot of competition with other municipalities & what are they doing to become different.
- We do not utilize waterfront at all – too many weeds.
- There are 13 recommendations and 8 are outcomes.
- Can't see it coming to any fruition.
- A new Economic Development Strategic Plan includes vision, tourism.

- Can't pre-judge the outcome.
- Port Colborne is not industrial it is a bedroom site community like Milton and Elliott Lake.
- We recommend an Economic Development strategic plan in conjunction with the city strategic plan.
- Wording of recommendations needs to change.
- Municipal corporate structure.
- Corporate cultural weak.
- Communications officer – in the overall Strategic Plan.
- Strategic Plan number one priority.
- Current corporate cultural – how to promote like it's not open for business.
- Strategic Plans needs to be development.
- People from other areas rave about the service at the City.
- Where are the areas at City Hall that need to improve the Corporate Cultural?
- Messaging inconstant.
- Corporate Cultural - someone needs to attend functions.
- When new in town and seeking information – need to relay on other business owners in the Downtown Business Improvement Area (DBIA).
- No one from the City or DBIA welcomed new businesses.
- Positive outlook from new people then people that have lived here for long periods.
- There is a common theme - all about Strategic Plan and Vision.
- Post industrial age a lot of brownfields to clean up
- Need a case study analysis (business plan) for the following:
 - Canal Days;
 - Roselawn;
 - Marina;
 - Waterfront.
- Downtown CIP – infrastructures then new business, new jobs, new assessment.
- Anything the city does the burden is on the taxpayers.
- We see the way things were done years ago was right.
- More bureaucracy and more staff and the taxes are going up and the City is going nowhere.



Request for Proposal for the Development of an
*Economic Development Strategy/Action Plan
and Content Development*
for the city of Port Colborne

ELECTRONIC SUBMISSION DEADLINE

Monday October 5th, 2009

4:30 p.m. local time

**(identical hard-copies must be received
within the following 2-business days)**

Stephen Thompson, General Manager
Port Colborne Economic & Tourism Development Corporation
296 Fielden Avenue, Port Colborne, ON L3K 4T6
Mobile: (905) 380-2353, Office: (905) 834-1668
stephenthompson@portcolborne.ca

1.0 COMMUNITY BACKGROUND

Port Colborne is a dynamic city of 19,000 people on the shores of Lake Erie. A part of the Niagara region, our community offers the best of small and large city infrastructure and activities.

While sharing similarities with other municipalities that have distinct urban and rural areas, Port Colborne's history and vision for the future is unique and makes it special.

Port Colborne is situated on the north shore of Lake Erie, at the mouth of the Welland Canal. It shares its boundaries with the Township of Wainfleet to the west, the Town of Fort Erie to the east, and the City of Welland and City of Niagara Falls to the north.

The urban area of Port Colborne is located at the southern end of the municipality, centred on the Welland Canal, and consists of a variety of residential neighbourhoods, a downtown/historic core area, as well as various commercial and industrial areas. The urban area makes up less than one-quarter of the municipality's geographic area.

The Welland Canal has provided an impetus for industrial development along the waterfront. A number of major industries are located on or close to the waterfront, occupied by residential development (primarily cottages) that have deeded access to the beaches and in many cases, access rights that extend into Lake Erie.

The rural area consists of active agricultural lands, hamlet areas, aggregate resource areas, and a handful of estate residential developments. Although there is a substantial amount of land used for agricultural purposes, there are only a few farm operators engaged in working the land.

South of the Sherkston hamlet area is the Sherkston Shores Resort community. This is a major resort/recreational development with a large number of park model homes, mobile home sites, a water-filled quarry, water slide and other amenities.

Port Colborne faces a variety of challenges for its future, including economic development, waterfront revitalization, growth management, enhancement of its natural environment and support for continued agricultural operations. In addition, the municipality needs to be prepared to take advantage of

opportunities such as the redevelopment of contaminated waterfront land, and the construction of the Niagara to GTA Corridor.

Community programs and events ensure that there is always something going on, from theatre to recreation activities to large, outdoor festivals. As such, a strong sense of community connects the residents of our community. The Roselawn Centre for the Arts in Port Colborne is home to Showboat Festival Theatre and stages four plays a year in its intimate theatre. It also hosts many additional musical and theatrical events and public functions throughout the year, including its popular author series and wine and food nights.

The City also hosts the annual Canal Days Festival, now in its 31st year, which celebrates Port Colborne's marine heritage with tall-ship visits and programming around the Welland Canal, which runs through the heart of our city. This multi day festival also brings a wide variety of vendors and entertainers, drawing several hundred thousand visitors over the course of the August long-weekend.

Port Colborne is home to many community services including a hospital, police station, schools (English and French, Public and Catholic), and many denominations of churches. The municipal government maintains a large marina, several public beaches, a wide variety of parks, two arenas, a pool, and dozens of kilometres of paved recreational trails. Three 18-hole golf-courses are within the immediate vicinity of Port Colborne, along with many conservation areas for relaxation and hiking. Our community is also in close proximity to major tourist destinations such as Niagara Falls (40km, 25 mi), Buffalo (35km, 22 mi), and Toronto (150km, 93 mi).

Port Colborne boasts a variety of retail shopping opportunities ranging from two historic shopping districts to suburban shopping plazas offer many stores, from clothing to electronics and specialty foods. There are numerous restaurants offering a wide variety of choice in taste and price. Housing options range from lake-front homes, condominiums, and apartments, to mature neighbourhoods, as well as new developments. Port Colborne is also home to several retirement homes, including Northland Pointe, a long-term care facility situated on the shore of Lake Erie.

Many manufacturing companies call Port Colborne home including Fraser Marine, Vale Inco, Talisman Energy, Jungbunzlauer Canada, CASCO, Pinty's Delicious Foods, Archer Daniels Midland (ADM), I.M.T./Port Colborne Drop Forge, J. Oskam Steel Fabricators Ltd., Allied Marine and JTL Machine Limited. Because of the presence of bio-businesses processing carbohydrate-based products such as corn, Port Colborne has become known as Ontario's Carbohydrate Valley. The community's location at the intersection of major land,

water and rail transportation routes makes it an important gateway for bi-national trade passing between Canada and the United States.

Port Colborne has also been recognized regionally and provincially through the Gateway Economic Centre and Places to Grow initiatives. As well, the Region's economic development zone is centered on Port Colborne's Highway 140 corridor identifying this as a key growth area regionally.

Table 1.1 Major Employers: The Corporation of the City of Port Colborne

Major Private Employers	Sector	Employees
Vale Inco Ltd.	Manufacturing	200
Port Colborne Poultry (Pinty's Delicious Foods)	Manufacturing	183
Brennan Paving Ltd.	Construction	148
J. Oskam Steel Fabricators	Manufacturing	130
Bartlett Transport Ltd.	Service	100
Fraser Marine & Industrial	Manufacturing	100
I.M.T. Corporation	Manufacturing	92
Allied Marine & Industrial	Manufacturing	90
ADM Milling	Manufacturing	85
JTL Machine Limited	Manufacturing	70
CASCO Inc.	Manufacturing	68
Jungbunzlauer Canada Inc.	Manufacturing	65
Thurston Machine Co. Ltd.	Manufacturing	60
Herman's Building Centres	Service	60

Major Public Employers	Sector	Employees
Port Colborne General Hospital	Health Services	172
Northland Pointe Home for the Aged	Health Services	120
City of Port Colborne	Municipal Government	108

Demographic Profile

One of twelve municipalities in the Niagara Region, Ontario, Canada; the City of Port Colborne is the most southerly located on the North shore of Lake Erie at the terminus to the Welland Canal.

In 2006, the City of Port Colborne population was 18,500 with an adjusted labour force of 8135. The labour market participation rate was 54.3% and the unemployment rate was 7.6%. The median income for persons 15 years and older was \$24,444 (Census, 2006).

Table 1.2 Workforce Educational Attainment in Port Colborne illustrates the level of education attained for various age groups in the municipality. The results are comparable to other communities of similar size in Ontario.

Table 1.2 Workforce Educational Attainment in Port Colborne (2006)	Port Colborne	Niagara	Ontario
Workforce Educational Attainment (2006) (25-64 Years of Age)	Percentage (%)	Percentage (%)	Percentage (%)
No certificate; Diploma or Degree	16.1	14.0	13.6
High School certificate or equivalent	29.7	29.9	25.0
Apprenticeship or trades certificate or diploma	14.0	10.9	8.8
College; CEGEP or other non-university certificate or diploma	27.3	25.3	22.0
University certificate or diploma below the bachelor level	1.9	3.1	4.7
University certificate; diploma or degree	11.0	16.8	26.0
Total	100.0	100.0	100.0
Source: Statistics Canada; 2006 Census of Population			

In 2009 the Port Colborne Economic & Tourism Development Corporation (PCETDC) completed a competitive analysis; an analytical tool used by economic development practitioners to profile their local economy and compare it to a reference area, such as a comparable community or greater geographical area. The analysis utilized employment data collected from Statistics Canada and the Province of Ontario and involved two methodologies: Location Quotient and Shift-Share Analysis and a community consultation phase.

The proposed Economic Development Strategy is expected to build upon the competitive analysis mentioned above, while providing action and monitoring plans for the future.

As well, in 2003 Port Colborne completed a bio strategy for its bio-food cluster. The Carbohydrate Valley marketing strategy followed and a brochure and 15 minute companion DVD was produced. This campaign has yielded significant interest including a \$65 million dollar food investment that short-listed Port Colborne in 2008 (ultimately lost to Western Canada) and also a \$85 million bio-

investment from a US-based company which Port Colborne is continuing to work with the intention of the company's first Canadian manufacturing plant of this platform chemical being located in Port Colborne's Carbohydrate Valley bio-cluster.

2.0 PROJECT OBJECTIVES and DELIVERABLES

This project involves the development of an economic development strategy and the extraction of community profile information for the development of 8 generally single-page community fact sheets.

The anticipated components on the strategy are roughly as follows:

- Committee Consultation
- Data Collection & Analysis Phase
- Asset Inventory & Assessments
- Community Fact Sheet Completion
- Community Consultation
- Business Consultations
- Preparation of Draft Strategy
- Preparation of Final Report

Port Colborne recently completed an economic analysis project which indicated a number of key findings:

- Port Colborne has a net labour loss of 2200 employees (net) who commute daily out of the City for work
- Port Colborne reversed Regional, Federal and Provincial trends with growth in its Manufacturing sector between 2001 and 2006
- Port Colborne's manufacturing is concentrated in fabricated metals/machining and bio/food ingredient processing/manufacturing
- Port Colborne manufacturing growth is concentrated in fabricated metals/machining and bio/food ingredient processing/manufacturing
- Port Colborne has a concentration of tourism-related industries

The community and business consultations are critical parts of the project to build a clear understanding of Port Colborne's strengths, weaknesses, opportunities and threats, and most importantly to provide information to guide in developing an action plan to move forward. **A key measure of the success of this project involves ensuring the strategy is realistic, tangible and that the community is able to adopt and implement it.**

It is expected that a minimum of 16 to 20 individual consultations will be undertaken by the consultant.

From this the consultant will develop a clear statement of what stakeholders would ideally see Port Colborne become in the future.

At least one all-day workshop with council will be organized and led by the consultant. As well, the consultant will lead at least one workshop with community and business leaders. The consultant will also be required to make presentations to the PCETDC Board of Directors and committees such as the youth/education/business community.

The material and information gathered during these consultation processes will ultimately be integral the final report.

The deliverables are as follows:

- A complete economic development strategy including:
 - An executive summary;
 - A thorough environmental scan;
 - Competitive benchmarking against the City's main competitors on a regional, provincial, and international basis, including cost, location, site availability, information infrastructure, etc, criteria;
 - Stakeholder consultation including community and business leaders;
 - A Strengths, Weaknesses, Opportunities, and Threat analysis;
 - Cross-sectoral business and public consultation;
 - A defined strategy with recommendations for specific initiatives;
 - An action plan with key milestones/performance indicators;
 - Identification of the resources, both financial and human, that will be required to deliver the Economic Development program and any opportunities there may be to leverage resources to accomplish these;
 - A recommendation for monitoring/review;
- Twenty (20) bound copies in 8 ½" x 11" double sided format
- One (1) single-sided unbound copy
- 1 PDF format electronic copy of the final document

A competitive analysis including location quotient, shift/share methods is **not** part of this project. That work was completed in 2009 and serves as a

starting point for this project. Pricing must reflect that this component is already complete.

The consultant is required to review the following reports:

1. Competitive Analysis – City of Port Colborne
2. Ontario's Places to Grow Growth Plan
3. Niagara Region's Growth Management Plan
4. NEDC Emerging Cluster Study (PwC)
5. The Niagara Gateway Economic Plan (GHK)
6. Navigating our Future – Niagara's Economic Growth Strategy
7. Bioproducts Industry Development Opportunities for Niagara / Niagara Bioproducts Investment Marketing Plan
8. An Assessment and Marketing Strategy prepared for The City of Port Colborne regarding Investment Development in Bio-processing
9. City of Port Colborne Draft Official Plan, 2006 (Dillon Consulting)
10. Sailing into the Future Draft Community Strategic Plan 2006-2010
11. 2009-2010 Strategic Plan – Port Colborne
12. Vision 20/20 Tourism Strategy – Port Colborne
13. Port Colborne Hotel Market Study, 2009
14. Other documents relevant to the project.

3.0 PROJECT OUTCOME

In addition to the consultation phase outlined above, the economic development strategy will build upon the economic analysis work and also evaluate domestic and international trends to identify key strategic sectors and markets. The project will leverage existing strategy and product development (such as the carbohydrate valley strategy) and also provide a critical analysis of whether the strategy aligns with current trends and opportunities.

The strategy will also evaluate other key findings such as the fabricated metals/machining sector to evaluate whether this is a developing sector that we should be targeting for growth and/or business retention and expansion and diversification. As well, the strategy will identify other opportunities for economic development programming in other key sectors. Other sectors that tend to frequently arise in board and council discussions include tourism/destination/hotel development, multi-modal logistics/transportation, and adult/retirement lifestyle living.

The strategy once adopted by the board and council will provide direction to the Corporation and to staff on where budget and other priorities will be set by sector and geographic market within both business attraction and business retention.

The strategy will also align with and provide a local implementation plan with the Provincial Places to Grow policy, the Region's Grow South Strategy, the Economic Growth Centre mandate, the Niagara Economic Growth Strategy and the Niagara Bio-Product Strategy.

4.0 STEERING COMMITTEE

In order to provide guidance to the project and also to ensure final delivery of the project, a committee will be established and composed of representatives from the groups such as:

- City of Port Colborne
- Board of Port Colborne Economic & Tourism Development Corporation
- Chamber of Commerce
- Downtown BIA
- Gateway Association
- South Niagara Community Futures Development Corporation
- Niagara Economic Development Corporation
- Niagara College
- Brock University
- Port Colborne Youth/Education/Workforce committee
- Ministry of Economic Development and Trade
- Ministry of Agriculture, Food and Rural Affairs
- Local Business and Industry
- Others as identified by the consultant

5.0 PROJECT SCHEDULE, MEETINGS, PRICING

5.1 SCHEDULE

It is intended that this project be completed by March 31, 2010.

Each proposal must indicate how this completion date will be met. Completion and submission the following table with the project proposal is strongly encouraged.

Function	Schedule
Release of RFP	September 15 th , 2009
Closing Date/ Receipt of Proposals	October 5 th , 2009
Interviews of Firms	
Selection of Firm	
Initiation of Project	
Research/Analysis of the local economy	
Stakeholder & Public Consultation	
Release of Draft Economic Development Strategy	
Revisions	
Final Delivery	

Companies will be required to demonstrate their ability to meet the project timelines.

5.2 MEETINGS/PRESENTATIONS

In completing the Economic Development Strategy, there will be a requirement to meet with the Steering Committee on a regular basis. In addition to this, the successful consultant will be required to make a final presentation to the PCETDC Board of Directors/Council.

5.3 PRICING

Respondents shall stipulate a fixed price to perform the project as outlined herein. The price stipulated will be inclusive of all labour, materials, equipment, travel, accommodation, meal, parking and incidental expenses incurred by the Respondent in the performance of this project. The contract for this project will be determined by a bid process and will be a fixed price contract. Quotes must clearly indicate GST as a separate line-item.

Respondents are required to provide an outline as to the estimated number of consulting days required for the project as well as the estimated number of days each member of the consulting team will be providing for the work.

Payment for work completed will be made in three equal amounts and will only be paid upon completion of the specific project milestone. The milestones will be negotiated upon selection of the successful vendor. Upon completion of each third of the project an invoice must be provided to the Port Colborne Economic & Tourism Development Corporation, which will, upon verification that the works have been completed, process the invoice for payment.

The project will be awarded through a competitive process. The total budget for the project should be no more than \$55,000-\$60,000 plus GST.

6.0 SELECTION CRITERIA AND PROPOSAL REQUIREMENTS

6.1 SELECTION CRITERIA

The City of Port Colborne has established the following general criteria for the selection of a company /consultant for this study:

- Knowledge of the economic development field and best practices;
- Prior experience in developing economic development strategies;
- Understanding of the objectives of the City of Port Colborne;
- Proposed methodology and value added services;
- Capacity to meet, either in-house or through sub-contractors, the project requirements on schedule and within budget;
- Ability to provide creative solutions and initiatives;
- Appropriate current accreditation or certification that attests to the consultant's ability to provide the expertise required for this project.

6.2 VALUE ADDED SERVICES

Respondents should indicate any "value added" services/items that would be included or available to the Corporation with respect to the Proposal should their firm be awarded this Proposal and that would not be an additional cost to the Corporation.

6.3 ADDENDUMS

Addendums to the Request for Proposal will be issued, in the sole and absolute discretion of the City of Port Colborne, to all registered bidders should questions arise that merit further clarification. Additional time may/may not be provided as

determined at that time. Bidders should register by providing their contact information to the e-mail address below.

6.4 NUMBER OF COPIES

Electronic submissions of the proposal are required. In addition five (5) identical hard-copies must be received within the following 2-business days.

6.5 ADDITIONAL SUBMISSION REQUIREMENTS

The attached Project Registration Form (pages 14-15) must be submitted and completed along with the electronic and hard-copy proposals.

6.6 SUBMISSION DEADLINE

The Submission Deadline is noted on the cover page.

7.0 GENERAL REQUIREMENTS

7.1 INDEPENDENT PRICE DETERMINATION

The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored programs.

7.2 AUTHORSHIP

Applicants must identify any assistance provided by agencies or individuals outside the vendor's own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

It is understood and agreed that the prospective contractor claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted.

7.3 OWNERSHIP

All proposals submitted become the property of the City of Port Colborne/PCETDC

All reports and final publications produced for the purpose of this project will become the property of the City of Port Colborne/PCETDC.

7.4 PRICE WARRANT

The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged to any other individual or entity for the same services performed by the prospective contractor.

7.5 SUBCONTRACTING

No activities or services included as part of this proposal may be subcontracted to another organization, firm, or individual without the approval of the City of Port Colborne. Such intent to subcontract should be clearly described in the proposal and the names of subcontractors/subcontracted firms must be provided. It is understood that the contractor is held responsible for the satisfactory completion of the service or activities included in the subcontract.

7.6 CONSORTIUM OF AGENCIES

Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

7.7 AWARD OF CONTRACT

The contract award will not be final until the Port Colborne & Economic Development Corporation and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts:

- The basic provisions and general terms and conditions
- The specific terms and conditions
- The project description and goals (Statement of Work)
- The budget and payment terms

The City of Port Colborne/PCETDC is not responsible for any costs incurred prior to the effective date of the contract. The City of Port Colborne/PCETDC reserves the right to make an award without further negotiations of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

The vendor will be required to make an oral presentation only in those cases where the proposal is deemed as qualifying, and hence, under consideration.

The lowest priced bid will not necessarily be accepted. Acceptance of any proposal also depends on meeting the project requirements and the overall technical merit of the proposal.

7.8 LIMITATION

This RFP does not commit the City of Port Colborne/PCETDC to awarding a contract, to pay any costs incurred in the preparation of a response to a RFP, or to procure or contract for services or supplies. The City of Port Colborne/PCETDC reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of the City of Port Colborne/PCETDC to do so.

7.9 CANCELLATION OF AWARD

The City of Port Colborne/PCETDC reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties, or if new provincial/federal regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, the City reserves the right to limit the period of negotiation to sixty days after which time funds may be unencumbered.

8.0 INQUIRIES

All inquiries relative to the proposal document requirements and award process shall be directed to:

Stephen Thompson, General Manager
Port Colborne Economic & Tourism Development Corporation
296 Fielden Avenue, Port Colborne, ON L3K 4T6
Mobile: (905) 380-2353, Office: (905) 834-1668
stephenthompson@portcolborne.ca

Project Registration Form (page 1 of 2)

**RESPONDENTS must complete and submit both pages of this form.
Please print or type.**

1.	Main Contact	
2.	Company	
3.	Phone #	
4.	Cell #	
5.	Fax #	
6.	E-mail address	
7.	Website	
8.	WSIB Account #	
9.	GST Account #	
10.	Will subcontractors be utilized?	Details:
11.	Number of Years Experience	

Respondent: _____ **Date** _____

Signature: _____

Project Registration Form (page 2 of 2)

Please provide below information on contracts in this class of work and, that has been successfully undertaken by the Respondent's firm in the past 5 years.

CONTRACT # 1	
Reference Name	
Contact & telephone #	
Contract term (# years)	
Total Value	
Description of Work	
Additional Comments (optional)	
CONTRACT # 2	
Reference Name	
Contact & telephone #	
Contract term (# years)	
Total Value	
Description of Work	
Additional Comments (optional)	
CONTRACT # 3	
Reference Name	
Contact & telephone #	
Contract term (# years)	
Total Value	
Description of Work	
Additional Comments (optional)	

Date: _____ Signature: _____