



MEMORANDUM

TO: Council

FROM: Scott Surette, Deputy CAO

SUBJECT: Low Carbon Community Study

DATE: June 13, 2024

On June 29, 2023, the Council approved a motion to spend up to \$25,000 on a feasibility study for the municipality regarding Electric Vehicles and Charging Stations through the Low Carbon Community Grant, contingent upon the grant's approval. The grant application was submitted to the province and was approved on November 14, 2023. The grant was approved for \$56,250, which is 75% of the total project cost of \$75,000.

We issued a tender in February 2024 with a closing date of March 21, 2024, and received nine bids. We were impressed by the level of interest in the project. Although all bidders were capable, after reviewing and scoring the bids based on the criteria set out in the tender package, we awarded the bid to Siemens, who were the most qualified and experienced for the study. The original quote for the study was \$32,700 plus HST.

As we progressed with Siemens, we identified a need to expand the scope to engage the entire community to gauge interest in partnering on this project. Knowing we had additional room within the budget, we accepted an additional fee of \$22,840+HST to have Siemens facilitate this community engagement. The plan is to conduct community engagement over the summer and have a draft report ready by the end of August 2024.

Even with the additional amendments to the scope and fee we will still be under budget.
