



Township of North Kawartha

280 Burleigh Street, PO Box 550, Apsley, ON K0L 1A0
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www.northkawartha.ca

Report to Council

To: Mayor and Council Members
From: Alana Solman, Chief Administrative Officer
Date: October 2, 2025
Subject: Continuity of Operation Plan (COOP) – RFP Results

Recommendation:

That Council receive the information regarding the unsuccessful Request for Proposal, RFP-06-25 for the purpose of hiring a consultant to complete a Continuity of Operations Plan and further that staff be directed to complete the Plan in house.

Background:

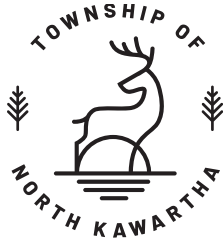
In 2019 the Township received funding through the Modernization and Efficiency Fund to be used for a variety of purposes. At that time, \$ 30,000 was set aside to cover the cost of hiring a consultant to complete a Continuity of Operations Plan (COOP), previously referred to as a Business Continuity Plan to align with the Township's Emergency Response Plan.

Analysis:

There were no bids received by the RFP deadline. A late bid was received and opened as there were no other bids, from Castellan Information Security Systems Inc. in the amount of \$ 63,825 plus HST, \$ 13,000 of which is for travel. This bid contained a very good proposal however the cost far exceeds our current budgeted amount.

The Township could consider putting out another RFP or consider obtaining three quotes to see if we can find a proposal within our budget. Another option is to complete the COOP in house, with current managers and staff.

I have reached out to Eric Thibaudeau, our Field Officer at Emergency Management Ontario. He was able to provide valuable information, a sample and further background information on the process and has offered to schedule a Municipal COOP 101 Presentation. This Presentation would provide the basics and reasons for a COOP, the components and best practices. Also included is a workshop on how to conduct a Business Impact Assessment to inform the data required to create the COOP.



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The \$ 30,000 that was set aside could be re-allocated for another municipal need that fits within the Modernization and Efficiency Funding purposes. The timeframe would be extended beyond the four month timeframe assumed in the RFP to allow for the training, analysis and creation of the COOP.

Financial Implications:

No bids were received prior to the closing date. Costs to complete the COOP in house would be in kind through staff resources. Minimal costs for the EMO training meeting. The training itself would be no charge.

Strategic and/or Other Plans:

- 4.2 Protect the human environment
- 3.1 Maintain policies and processes that enable effective governance.
- 3.3 Promote effective, clear and transparent Township communication.

In Consultation with:

Judy Everett, Treasurer; Connie Parent, Clerk;

Attachment:

None