

**COMMUNICATION 132005**

Received from Trisa McConkey, CPA, CGA, Treasurer  
Addressed to Committee of the Whole  
Date December 8, 2020  
Topic 2021 Insurance and Risk Management Services

**SUMMARY:**

Staff recommend the acceptance of Frank Cowan Company's proposal for insurance and risk management services beginning January 1, 2021.

**BACKGROUND:**

The Town partnered with the County of Lanark and Tay Valley Township to release an RFP for insurance coverage and risk management services. To assist with the process and evaluation of proposals, the group contracted with Cameron and Associates. The Town of Carleton Place last issued an RFP for Insurance services in 2015.

Three (3) proposals were received. After reviewing the proposals and confirming that the coverage and risk management services offered by each of the proponents were comparable, staff recommend acceptance of Frank Cowan's proposal which has the lowest cost of the three (3) proposals.

<b>PROPONENT</b>	<b>PREMIUM INCLUDING NON-REFUNDABLE PST</b>
Frank Cowan Company	\$334,039.76
Halpenny Insurance Brokers Ltd.	\$406,631.75
AON	\$493,826.24

**FINANCIAL IMPLICATIONS**

The draft 2021 budget included \$305,200, a 22% increase over the 2020 budget as renewal costs in June of 2020 were significantly higher than the approved 2020 budget. The lowest quoted premium is however 33% higher than the 2020 insurance budget and therefore \$28,839 in additional funds is required for 2021. Staff recommend funding this additional increase to the 2021 draft budget from the insurance and the water/sewer reserves.

**STAFF RECOMMENDATION**

THAT Council awards the Request for Proposal for insurance coverage and risk management services to Frank Cowan Company with McDougall Insurance & Financial as broker for the period January 1, 2021 to January 1, 2022 in the amount of \$334,039.76 including non-refundable PST; and

THAT the Treasurer be authorized to enter into agreements as required for the placement of insurance services; and

THAT Council authorizes an addition to the draft 2021 budget of \$28,839 to be funded from the Insurance and Water/Sewer reserves.