

Memorandum

Office of the VP (Administration and Finance)
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TO: Board of Governors

FROM: Yves Beauchamp, Vice-Principal (Administration and Finance)
Christopher Manfredi, Provost and Vice-Principal (Academic)

SUBJECT: Frame Agreement and Service Contract between the *Centre de conservation de la Nature Mont Saint-Hilaire* and McGill University

DATE: May 24, 2018

DOCUMENT #: GD17-72

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE & EXPECTED OUTCOME Board approval is sought to enter into a Frame Agreement, which includes a new service contract for the maintenance and caretaking of the Gault Nature Reserve, with the *Centre de conservation de la Nature Mont Saint-Hilaire* (Centre).

BACKGROUND & RATIONALE An affiliate of the Faculty of Science, McGill's Gault Nature Reserve is a private reserve protecting 1000 hectares of primeval forest in the St. Lawrence Valley. It offers support for natural science research and teaching at the University and offers a range of services to the University community and general public. Since its foundation in 1972, the Centre has collaborated with McGill in managing public access to the Gault Nature Reserve on Mont Saint-Hilaire.

The Frame Agreement, under the purview of the Provost and Vice-Principal (Academic), establishes and formalizes a framework of collaboration between McGill and the Centre, defining their respective contributions toward a common mission: the preservation of the ecosystem of the entire Mont Saint-Hilaire Biosphere Reserve. The Frame Agreement states that the preservation of the Gault Nature Reserve, located on Mont Saint-Hilaire, remains McGill's first priority, and that McGill is seeking the Centre's services in support of this objective.

The service contract for the maintenance and caretaking of the Gault Nature Reserve is under the purview of the Vice-Principal (Administration and Finance), and forms part of the Frame Agreement. McGill has previously entered into similar service contracts with the Centre from 1998 to 2008. The current contract between McGill and the Centre was entered into in 2008 and is scheduled to expire on May 31, 2018.

The value of the proposed service contract is estimated at \$700,000 per year and involves the provision of all services related to and in support of public activities such as maintenance of infrastructure, roads and hiking trail network, welcoming public visitors to the Gault Nature Reserve and collecting fees.

The initial term of the contract is five years, beginning June 1, 2018, with an option to extend by an additional five years until May 31, 2028. The contract expense over the full potential term of ten years is estimated at \$7 million.

ALIGNMENT WITH MISSION AND STRATEGIC PRIORITIES	The University strives to maintain and improve the services it delivers to its community.. The new contract with the <i>Centre de conservation de la Nature Mont Saint-Hilaire</i> contributes to increased efficiencies and supports McGill's long tradition of excellence in research, in accordance with the mission of the Gault Nature Reserve.
COMPLIANCE WITH UNIVERSITY POLICY	In accordance with the <i>Policy on the Approval of Contracts and Designation of Signing Authority</i> , the Frame Agreement and Service Contract must be approved by the Board of Governors. The contractual documents were drafted by Legal Services and negotiated by Procurement Services.
COMPLIANCE WITH LEGISLATION/ EXTERNAL REGULATIONS	The <i>Act respecting contracting by public bodies</i> does not apply as all costs payable to the Centre will be covered by revenue from visitor fees. Therefore, the contract is entered into by mutual agreement, sending a strong message of good faith to the Centre and ensuring the continuation of a privileged relationship already in place between the parties.
RISK FACTORS	There is no significant risk to the community, as the Centre has over thirty years of experience in ensuring the operations on the public side of the Gault Nature Reserve. To mitigate any potential risk, a contract administrator from Procurement Services has been tasked with monitoring the contract and intervening as appropriate during the first year of the initial term.
SUSTAINABILITY CONSIDERATIONS	The special nature of the Gault Nature Reserve makes it an exceptional venue for the development and implementation of sustainability strategies at McGill.
IMPACT OF DECISION AND NEXT STEPS	Following Board approval, the contract will be signed, the contractor will be advised, and the transition plan will be executed. The Frame Agreement and Service Contract will both become effective June 1, 2018.
MOTION OR RESOLUTION FOR APPROVAL	<i>Be it resolved that the Board of Governors, on the recommendation of the Vice-Principal (Administration and Finance) and the Provost and Vice-Principal (Academic), approve both a Frame Agreement and Service Contract for the maintenance and caretaking of the Gault Nature Reserve between The Royal Institution for the Advancement of Learning/McGill University and the Centre de conservation de la Nature Mont Saint-Hilaire for up to a ten-year term, expiring May 31, 2028, at an estimated Service Contract cost of \$7 million for the duration of the full term.</i> <i>Be it further resolved that the Board of Governors authorize the Vice-Principal (Administration and Finance) to sign the Service Contract and any related documents, provided that they are reviewed by Legal Services.</i> <i>Be it further resolved that the Board of Governors authorize the Provost and Vice-Principal (Academic) to sign the Frame Agreement and any related documents, provided that they are reviewed by Legal Services.</i>
APPENDICES	The Frame Agreement, Service Contract and any related documents are available upon request to the Secretariat.