



Date: 2021-07-14

From: Jenn Burnett, Senior Planner

Subject: Official Plan Update RFP Award

Report: PL.2021.29

Recommendation

It is recommended that report PL.2021.29 Official Plan Update RFP Award, be received, and,

That J.L. Richards & Associates Limited be retained, at the cost of \$39,953.00 plus HST to update the Official Plan for the Township of Georgian Bluffs.

Discussion

In May, Council approved the 2021 Budget with \$40,000.00 identified to update the Township's Official Plan (OP). Upon approval of the budget, staff sent out a Request for Proposals (RFP) for planning services to assist with the OP update. The purpose of the update to the Official Plan is to incorporate policy that reflects current policy initiatives and regulations in the *Planning Act*, the Provincial Policy Statement 2020, County of Grey Official Plan and other applicable planning legislation and documents; the Plan has not been updated since approved in 2014.

Since the Plan was approved there have been 10 amendments which need to be incorporated into the text along with updated mapping. The mapping will be completed by the County of Grey in consultation with the NEC and the Grey Sauble Conservation Authority to ensure administrative boundaries are corrected.

The Consultants will further review and provide either new or updated policy for: second dwelling units, Cannabis, short-term rentals, climate change, Indigenous Peoples, affordable and attainable housing, parkland dedication, development charges, source water protection and servicing requirements.

The updated Official Plan will provide a long-term development plan for the Settlement Areas in the Township of Georgian Bluffs that will focus on creating economic and sustainable growth as well as a strong, resilient and vibrant community while being environmentally focused.

Analysis

Two (2) proposals were submitted by the June 25, 2021 deadline. The proposals were evaluated based on the criteria listed on pg. 4 of the RFP and are noted in Table 1 of this report for Council’s review.

Table 1. Evaluation Criteria

Evaluation Criteria	Weighting (%)
Degree to which the proponent responded to the RFP	30
Qualifications/experience of the project team	25
Total price/cost	25
Consultation methods and project process	10
Ability to meet the anticipated schedule	5
Innovative approaches and value added	5

The Proposals were reviewed and scored by the Senior Planner and the CAO with J. L. Richards being the preferred proposal based on overall response and quoted cost for the proposed consulting services. J. L. Richards & Associates Limited proposed \$39,953.00 plus H.S.T. for services to complete the update of the OP and Skelton Brumwell & Associated Inc. proposed \$77,559.00 plus H.S.T. for similar services. Both companies are equally qualified to complete the update, however, the cost proposed by J. L. Richards & Associates Limited, was on target with the Planning Department’s budget for this project. Both companies provided work plans to support completion of the project by Fall 2022.

Financial Impact

The cost to prepare the update to the Official Plan was included in the 2021 Planning budget approved by Council in May 2021. Mapping costs will be paid through the existing hours allocated through the GIS agreement with the County.

Strategic Priorities

The policy updates and new policies to be included in the Official Plan will further support and implement the goals of the 2020-2024 Strategic Plan.

“2. Foster Economic Growth

The Township of Georgian Bluffs strives to retain, expand, and attract new businesses that support employment opportunities, promote a diversified economy, support value-added agriculture and capitalize on the Township’s strengths, defining natural resources, while protecting the natural environment.

2.2 Support increasing residential development.

(d) Complete Official Plan review.

(f) Support development of affordable housing, lower environmental footprint

housing, and higher density housing in appropriate settlement areas.”

Conclusion

The purpose of the Official Plan update is to incorporate policy that reflects current policy initiatives and regulations in the *Planning Act*, the Provincial Policy Statement 2020, County of Grey Official Plan and other applicable planning legislation and documents.

J.L. Richards & Associates Limited propose a cost of \$39,953.00 plus HST to update the Official Plan for the Township of Georgian Bluffs and have provided a work plan and timeframe to complete the update by Fall of 2022.

Supporting Documentation

RFP 2021-09 Official Plan Update

Respectfully Submitted:

Jenn Burnett, MSc. MCIP, RPP
Senior Planner

Report Approval Details

Document Title:	PL.2021.29 Official Plan Update RFP Award.docx
Attachments:	- 2021-09 Request-for-Proposal-Official-Plan.pdf
Final Approval Date:	Jul 9, 2021

This report and all of its attachments were approved and signed as outlined below:

Tim Lewis, Chief Building Official

Steven Dollmaier, Director of Operations

Janet Hilts, HR Manager

Kassandra Rocca, Director of Finance

Brittany Drury, Clerk

Al Meneses, Chief Administrative Officer