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**Date** Wednesday, December 07, 2022

**From** Jenn Burnett, Senior Planner

**Subject** Award Community Improvement Plan Project to J.L. Richards & Associates Limited

**Report** PL.2022.63

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### Recommendation

That Township Purchasing By-law 2019-047 be waived; and

That the contract for the creation of a Community Improvement Plan be awarded to JL Richards and Associates Limited at an upset limit fee of \$24,624 (excluding HST).

### Discussion

In the 2022 Planning Department budget, Council approved \$40,000.00 for the creation of a Community Improvement Plan (CIP). JL Richards and Associates have provided a written proposal for the creation of a CIP for an upset limit fee of \$24,624 (excluding HST).

Staff request that Council waive the purchasing by-law for this project and permit staff to single source the project based on the proposal submitted, the proposed fee and the fact that JL Richards and Associates is the company working on the update to the Official Plan (OP). The planners on the OP update have become familiar with the Township and its policy direction and have an understanding of the needs of the community. As indicated in the proposal, they have experience creating CIPs and with the Public Consultation process.

JL Richards and Associates staff are able to start the project right away and have provided a project timeline with a completion date targeted for late April.

The recommendation contained in the report supports the Township in achieving the Strategic Goal number 5, To Deliver Effective and Cost-Efficient Service.

Respectfully Submitted:

Jenn Burnett, MSc., MCIP, RPP

Senior Planner

### Report Approval Details

Document Title:	PL.2022.63 Award Community Improvement Plan to JLRichards and Associates.docx
Attachments:	- 32007 Fee Letter Template - Georgian Bluffs CIP.pdf
Final Approval Date:	Nov 25, 2022

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

Cynthia Fletcher, Chief Administrative Officer