



Report to Council

Department: Development Services
Division: Development Services
Date: June 20, 2022
Prepared by: Lori Chadwick, Director, Development Services
Report Number: Development Services-2022-09
Subject: Development Standards Manual Capital Budget
Number of Pages: 3

Recommendation(s)

That Development Services Report 2022-09 entitled Development Standards Manual Capital Budget prepared by Lori Chadwick, Director Development Services, dated June 20, 2022 be received, and

That Council approve the additional expenditure of \$6,500.00 for PZ-19-0007 for the Development Standards Manual and that the overage be funded from the Public Works Contingency Reserve, thereby bringing the total budget for PZ-19-0007 to \$86,076. 00

Purpose

Council approval is required for expenditures outside of the approved budget.

Background and Discussion

As part of the Council-approved 2021 Capital Budget, the Development Services Department in partnership with the Infrastructure Services Department undertook

Project PZ-19-0007 to prepare a new Development Standards Manual (DSM). The total project cost approved in the 2021 Capital Budget was \$79,576.00.

The original scope of work included, amongst other tasks, preparing a Drawing Package that included updating 35 existing drawings and incorporating 10 Ontario Professional Standards (OPS) drawings. As the internal working group and the retained consultant progressed through the preparations of the DSM, the Drawing Package increased with 36 new drawings and 3 additional OPS drawings.

Once the DSM was finalized and adopted by Council, the retained consultant submitted a request for Project Scope Change in the amount of \$6,500.00 in order to recuperate the cost for the increased Drawing Package. As a result, Council approval is required for this expenditure since it is outside the approved Capital Budget.

Financial Impact

As per the 2021 Capital Budget, \$79,576.00 was approved for Project PZ-19-0007 to prepare a new Development Standards Manual. It is recommended that the overage of \$6,500.00 for the preparation of additional drawings for the DSM be funded from the Public Works Contingency Reserve.

Consultations

Kevin Girard, Director, Infrastructure Services

Kate Giurissevich, Director, Corporate Services/Treasurer

Jackson Tang, Assistant Manager, Business Services

Link to Strategic Priorities

- ☐ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☐ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☐ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☒ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.
- ☐ Improve the Town's capacity to meet the ongoing and future service needs of its citizens while ensuring the corporation is resilient in the face of unanticipated changes or disruptions.

Report Approval Details

Document Title:	Development Standards Manual Capital Project Closeout - Development Services-2022-09.docx
Attachments:	
Final Approval Date:	Jun 13, 2022

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

A handwritten signature in black ink, appearing to read 'Doug Sweet', with a stylized flourish extending from the end.

Doug Sweet, Chief Administrative Officer - Jun 13, 2022 - 10:29 AM