



Report to Council

Department: Development Services
Division: Development Services
Date: February 22, 2022
Prepared by: Lori Chadwick, Director, Development Services
Report Number: Development Services-2022-01
Subject: Results of New Official Plan Request for Proposal
Number of Pages: 5

Recommendation(s)

That "Development Services Report 2022-01" entitled "Results of New Official Plan Request for Proposal" prepared by Lori Chadwick, Director, Development Services dated February 22, 2022 be received;

That Council award the consulting services contract for the Town of Essex New Official Plan to WSP Canada Inc. in the amount of \$111,920.74 including non-refundable HST; and

That Council approve an additional \$1,920.74 for consulting services and an additional \$2,500.00 for printing costs for a total of \$4,420.74 to be funded from the Contingency Reserve- Planning & Zoning.

Purpose

In accordance with the Town Procurement By-Law Number 1043 Section 26.01 a):

"Where a requirement exists to initiate a project for which goods and/or services are required and funds are not contained within the Council approved budget to meet the

proposed expenditure, the Department Head shall, prior to commencement of the purchasing process, submit a report to Council containing information surrounding the requirement to Contract”.

In addition, Council approval is required for purchases greater than \$100,000.

This report is to seek Council’s approval to procure a qualified consultant in the preparation of a new Official Plan for the Town of Essex and to seek additional funding.

Background and Discussion

Following the guidelines as set out in the Town’s Procurement By-Law Number 1043, the New Official Plan Request for Proposal DP-21-022 was posted both on the Town’s website and Merx, and closed on January 12, 2022 at 3:00 pm. One (1) proposal was received and evaluated using a score-card approach, taking into consideration the fee proposal, qualifications and experience, quality of the proposal, work schedule, approach, methodology, innovation, and completion date.

The proposal review process included a team made up of:

- Lori Chadwick, Director, Development Services;
- Rita Jabbour, Manager, Planning Services; and
- Jeff Watson, Senior Advisor, Planning Services

After reviewing the proposal and totaling the scores, WSP Canada Inc. addressed all areas of the scope as identified in the RFP.

The Town of Essex’s Official Plan came into effect on July 15, 2009, and was subsequently revised in 2015, however is only intended to guide development until 2021. More recent amendments were made to address matters such as the accommodation of second dwelling units in accessory buildings on farm properties, and the operation of a brewery in combination with an agricultural use. As per the *Ontario Planning Act*, not only are municipalities required to ensure that their Official Plan has

regard to matters of provincial interest and is consistent with the Provincial Policy Statement (PPS) and such other mandates binding the municipality such as *Smart Growth for Our Communities Act*, *Building Better Communities and Conserving Watersheds Act*, and the *Clean Water Act*, but municipalities are also required to ensure that their Official Plan guides future development for a 25-year planning horizon.

In addition to addressing matters of consistency and conformity with relevant legislation, one of the preliminary steps in the preparation of a New Official Plan will require a complete urban land needs assessment within existing Settlement Areas to determine any recommendations for shifting of land use designations to be justified by the Background Official Plan Review work. Since the County of Essex is undertaking a review of its Official Plan, it is anticipated that the County's Growth Forecast Analysis will be completed prior to the adoption of the Town's Official Plan thereby ensuring that the findings will be incorporated into the Town's lands needs and policy directions.

The Consultant is anticipated to formally initiate the first phase of the project in March 2022 commencing with a meeting of Council to seek input and endorsement of the preliminary Official Plan concentration areas. Following this, the Consultant will undertake a review of all relevant Provincial, Regional, and Municipal background information.

To align with the County of Essex's own Official Plan update, the background review will focus primarily on the identification of major policy gaps and opportunities for improvement in the Official Plan and Colchester Secondary Plan, and on recommendations for the allocation of County population, housing, and employment growth projections. Several meetings with stakeholders and public focus groups are planned from September to October 2022, concentrating on policy directions for rural and agricultural areas, urban settlement areas, and policies respecting the Colchester Secondary Plan. A final report on policy direction and presentation to Council is anticipated for December 2022.

Preparation and presentation of the Draft Official Plan and associated maps is planned for 2023 and will include workshops with Town Council as well as municipal-wide consultation efforts. The Final Official Plan is anticipated to be presented to Council at a Statutory Public Meeting in Summer 2023.

Financial Impact

As per the Council-approved 2022 Capital Budget, \$110,000.00 was approved for the preparation of a New Official Plan (Project Code: PZ-22-0002). The successful proponent's fee of \$111,920.74 including non-refundable Harmonized Sales Tax is higher than the approved project budget. In addition, printing services at an estimated cost of \$2,500.00 were not accounted for in the approved project budget.

As a result, to award the project to the successful proponent and to ensure printing costs are supported, a total of \$114,420.74 will be required to fully fund Project PZ-22-0002. It is therefore recommended that the additional \$4,420.74 be funded from the Contingency Reserve - Planning and Zoning.

Consultations

Jackson Tang, Assistant Manager, Building Services

Rita Jabbour, Manager, Planning Services

Jeff Watson, Senior Advisor, Planning Services

Kate Giurissevich, Director, Corporate Services/Treasurer

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:	Results of New Official Plan Request for Proposal - Development Services-2022-01.docx
Attachments:	
Final Approval Date:	Feb 10, 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 long horizontal stroke extending to the right.

Doug Sweet, Chief Administrative Officer - Feb 10, 2022 - 4:30 PM