

DATE: October 13, 2015

REPORT NO: PD-138-15

SUBJECT: **AMENDMENT TO BUDGET**
Recommendation Report
Municipal Comprehensive Review Contract Award (to implement the Places to Grow Plan)

CONTACT: Rachelle Larocque, Planner II
Brian Treble, Director of Planning and Building

OVERVIEW:

- The Township is required to undertake a Municipal Comprehensive Review of our Official Plan every five years, in accordance with the Planning Act.
- Staff released a Request for Proposal in August and requested additional information from all consultants in September, 2015. All consultants responded and Staff determined that the contract should be awarded to GSP Group.
- An amendment to budget will need to be made to identify that \$45,000 is to be taken from the Development Charges revenue with the final amount of \$5,000 being allocated from the Planning Reserve.

RECOMMENDATION:

1. That, report PD-138-15, regarding Municipal Comprehensive Review Contract Award (to implement the Places to Grow Plan), dated October 13, 2015, BE RECEIVED; and,
2. That an amendment to budget to have this project funded by \$45,000 from the Development Charges Account and \$5,000 from the Planning Reserves.

ALIGNMENT TO STRATEGIC PLAN

- **Value**
Establish, provide and sustain a high quality of life for our residents.
- **Objective**
Control and monitor growth in accordance with the Official Plan and Growth Management Strategy.

BACKGROUND:

All municipalities in Ontario are required to review their Official Plan every 5 years, according to the Planning Act. The reason for this is to ensure compliance with any

updates to Provincial policies and to ensure that these documents remain current. It is also important to update the Official Plan every five years given the growth targets that are provided in the Places to Grow Plan for the Greater Golden Horseshoe Plan. A review every five years will identify if municipalities are meeting the provided growth and intensification targets. The province has released new growth numbers and the Township will be required to incorporate these into our Official Plan, as directed by the Region of Niagara.

Municipal Comprehensive Reviews are also the only time when urban boundary expansions and employment land conversions can be considered. It is anticipated that additional lands will be required to allow Smithville to grow and help us meet our growth targets. There is also an application for employment land conversion along Regional Road 20 at the east end of Smithville, which will be evaluated as part of this MCR process.

The MCR will analyze future growth for residential and employment purposes within the Township; review servicing capacity and requirements; examine traffic requirements and review current Official Plan policies. It is anticipated that the MCR will result in further amendments to the Township's Official Plan.

The Region has begun their MCR process and it is important for the Township to initiate our process to ensure that we are able to effectively communicate our growth targets and how West Lincoln should grow. It was identified by Staff that the best way to ensure that our MCR process begins and proceeds in a timely fashion, is by hiring a consultant to work on our behalf.

Significant consultation will occur with Committee/Council and the public as a part of this project.

CURRENT SITUATION:

The Township issued a Request for Proposal (RFP) in August looking for interested consulting firms to submit proposals to undertake our MCR.

Township Staff have reviewed the proposals and recommend that GSP Group be awarded the Contract for completing the Township's MCR. The basis for this recommendation is outlined in the Evaluation Matrix below with the average score from the three evaluators.

“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”

Criteria	Points	MHBC	GSP Group	Planscape	The Planning Partnership
Overall clarity/understanding of requirements	15	13	14	12	12
Outline of Services to be provided	20	15	18	14	10
Project Cost	20	17	16	15	13
Knowledge of Planning Context	15	14	13	13	11
Value Added	15	9	10	10	7
Experience with similar projects	15	14	13	12	12
TOTAL	100	82	84	76	65

FINANCIAL IMPLICATIONS

The Township of West Lincoln has budgeted \$45,000.00 for the MCR. Staff are proposing that a Budget Amendment be approved to finance the project. The Amendment will see that this project is now financed through the Development Charges Account for \$45,000 and the Planning Reserves for \$5,000. The GSP Group budget for the proposal was \$49,980.00 before HST, which is within the Township's budget.

INTERDEPARTMENTAL COMMENTS:

The servicing and transportation components of the study have been discussed and reviewed with the Public Works Department.

CONCLUSION

On the basis of the Evaluation Matrix, their budget proposal and the Township's Capital budget account, has been awarded the contract for undertaking the MCR.

Prepared by:

**Rachelle Larocque, RPP, MCIP
Planner II**

**Brian Treble, RPP, MCIP
Director of Planning and Building**

“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”

Chris Carter
CAO

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