

STAFF REPORT:**Planning & Building Services Department**

REPORT TO: The Blue Mountains Council
MEETING DATE: March 14, 2011
REPORT NO.: PL.11.29
SUBJECT: Official Plan Review – Consultant Selection
PREPARED BY: Cindy Welsh, MCIP, RPP
 Senior Policy Planner

A. Recommendations

THAT Council receive staff report PL.11.29 Official Plan Review – Consultant Selection; and

THAT Council award the contract to provide planning services to undertake the Town of The Blue Mountains Official Plan Five-year Review to Meridian Planning Consultants Ltd. in the amount of \$134,387.11 subject to the execution of a contract in the Town’s Standard Form of Contract for Consulting Services; and

THAT Council authorize the Mayor and Clerk to execute a contract for this assignment upon the recommendation of the Town’s solicitor and the Director, Planning and Building Services.

B. Background

A five year review of an Official Plan is mandated by the Province under the provisions of Section 16(1) of the *Planning Act*. The Town’s Official Plan came into effect in 2006 and therefore the Town is now required to undertake our five year review.

Consistent with Section 26(1) of the *Planning Act*, Section 11.15 of the Town’s Official Plan states that Council will hold a public meeting to consider the need for a review of the Official Plan not less than once every five years. It further states that the Official Plan will be reviewed from time to time in order to maintain the applicability with evolving social, economic and environmental conditions. This does not mean that the Official Plan needs to be amended every five years. Rather, the *Planning Act* and the Official Plan require that the need for any amendments be regularly considered through a public consultation process.

On May 10, 2010 a Statutory Public Meeting was held so as to receive comments from the public and public agencies with respect to desired areas of review and potential revisions to the Town’s Official Plan (the “Plan”) as part of the mandated five year review.

Town Staff note that since the holding of the Public Meeting, a minimal amount of direct and specific input has been received by the Planning Services Division, however, Town Staff are very much mindful of comments received from the public with respect to recent development applications. In addition to these comments, Town Staff are cognizant of the input received from the public in the development of The Blue Mountains Sustainable Path, Community Improvement Plan, Planning & Urban Design and Sustainability Strategy and other Town and community initiatives. It is hoped that the Official Plan review process will further engage the public, generate meaningful dialogue and bring forward further ideas.

The main purposes of this Official Plan Review will be to engage the public and other stakeholders so as to review and evaluate the ‘currentness’, appropriateness and clarity of the goals, policies and implementation mechanisms in the Plan (including a set of indicators to

manage growth and guide land use planning within the Town). In addition, this review will ensure that our Official Plan conforms with provincial plans or does not conflict with them, has regard to the matters of provincial interest and is consistent with the *Provincial Policy Statement* (2005) and the County of Grey's Official Plan.

Budget

The Official Plan Review process was approved as an Operating Project in the 2010 Budget with \$140,000 budgeted for consulting services and \$84,000 for legal services.

Consultant Selection

The Town prepared a Request for Proposal (RFP) and issued it on November 10, 2010. The proposal closed on December 23, 2010 at which time seven submissions were received by the Clerk's office.

The Tender/Proposal Award Committee, consisting of Duncan McKinlay, Deputy Mayor, Reg Russwurm, Acting Chief Administrative Officer, David Finbow, Director of Planning & Building Services, Cindy Welsh, Senior Policy Planner and Robert B. Waing, Public Member, satisfied themselves that all proposals submitted were complete and evaluated all proposals upon the Quality Factors as noted in the RFP. Included in the process was a check of the references provided by the respondents. The Fee Factor Envelopes were only opened upon the Quality Factors being evaluated and arrived at.

Consultants were evaluated based on the following weighted evaluation factors:

Quality Factors

Firm's Qualifications and Experience on Similar Assignments	15%
Project Team's Experience	15%
Project Understanding and Approach	15%
Work Plan, Methodology and Quality Assurance Plan	10%
Project Schedule	10%

<u>Fee Factor</u>	35%
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Total	100%
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In accordance with Town Policy and/or Procedure, the Town's Manager of Purchasing was in attendance during the evaluation, reference checks and opening of the Fee Factor Envelopes and Final Scoring.

The Consultant achieving the highest combined weighted quality and fee factors was Meridian Planning Consultants Ltd. and therefore the Evaluation Committee recommends retaining this firm in the amount of \$134,387.11 (excluding HST) with it being noted that this fee amount was also the lowest of the respondents. Sub-consultants will play a significant role in this study as per Meridian's work plan and include GLPi, Azimuth Environmental Consulting and AgPlan.

The Tender/Proposal Award Committee therefore recommends that Council award the contract to provide planning services to undertake the Town of The Blue Mountains Official Plan Five-year Review to Meridian Planning Consultants Ltd. in the amount of \$134,387.11 subject to the execution of a contract in the Town's Standard Form of Contract for Consulting Services; and, that Council authorize the Mayor and Clerk to execute a contract for this assignment upon the recommendation of the Town's solicitor and the Director, Planning and Building Services.

C. The Blue Mountains' Strategic Plan

Managing growth to ensure the ongoing health and prosperity of the community.

D. Environmental Impacts

Not applicable.

E. Financial Impact

The Official Plan Review process was approved as an Operating Project in the 2010 Budget with \$140,000 budgeted for consulting services and \$84,000 for legal services. The Draft 2011 Budget reflects \$224,000 for consulting services and \$84,000 for legal services. The increase in the budgeted amount was to address a desired increase in public consultation; to expand upon the extent of the review given recent work at the County and Provincial level including intensification; and, to ensure greater focus was spent on elaborating on the vision/character policies of the Official Plan.

With respect to the projected sources of funding/financing, \$90,000 is identified to be funded from Development Charges with the balance being funded by taxation over a number of years (\$6,000 in 2011, \$30,000 in 2012, and \$50,000 per annum through to 2016). With the contract for services being \$134,387.11, exclusive of GST, taxation savings are anticipated in future years.

F. Attachments

1. Meridian Planning Consultants Ltd. Proposed Work Plan Budget.
2. Approved 2010 Official Plan Review Proposed Operating Project Sheet.
3. Draft 2011 Official Plan Review Proposed Operating Project Sheet.

Respectfully submitted by:

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PROPOSED BUDGET

It is recognized that the Town's approved 2010 consultant fees budget for this project is \$140,000.00. On this basis, we have prepared a proposal that articulates the tasks that we believe need to be completed to provide the basis for the Town to make informed decisions on its future. While modifications to our work program may reduce the budget set out in this document, we are of the opinion that the suggested work program and public consultation process is appropriate for the type of work being prepared.

We have made every effort in our work program to realize certain economies of scale by combining as many meetings as possible (particularly those involving Municipal staff). In addition, Meridian's extensive policy experience, familiarity with The Blue Mountains and area, and knowledge of Provincial policy mean that we can bring this body of knowledge to the Town, and not have to spend time 'getting up to speed' as a result.

On the basis of the above, the proposed budget is \$134,387.11, plus HST. Table A below breaks down this cost into phases.

TABLE A - TOTAL COST

	COST (NOT INCLUDING HST)
Phase One	\$71,102.74
Phase Two	\$60,534.38
TOTAL FEES	\$131,637.11
Expenses	\$2,750.00
GRAND TOTAL	\$134,387.11

Table B below indicates how the project fees are divided amongst the firms on the study team:

TABLE B - FEES BY FIRM

FIRM	FEES (NOT INCLUDING HST)
Meridian Planning Consultants Inc.	\$95,718.75
GLPi	\$16,250.00
Azimuth Environmental Consulting Inc.	\$10,817.76
AgPlan Limited	\$11,600.60
GRAND TOTAL	\$134,387.11

Tables A and B on the next two pages describe in detail the cost of each of the proposed tasks.

Official Plan Review for the Town of The Blue Mountains

TABLE A
DAYS PER TASK

Task	Team Member	Meridian				GLPi	Azimuth						AgPlan		TOTAL BY TASK
		NM	MS	Mapping Support	Support	GP	PN	DK	JB	BC	SM	Support	MH	Support	
PROJECT ACTIVITY		Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days
PHASE 1 - BACKGROUND ISSUES AND REVIEW OF EXISTING PLAN															
1	Preparation of Refined Work Program		0.25												0.25
2	Review of current Official Plan and Policy Needs Identification		1												1
3	Review of other Relevant Studies, Materials and current development applications		1												1
4	Growth Management and Intensification Review		2												2
5	Workshops with Town Senior Management and Planning Department	1	1.5												2.5
6	Meeting with County and Provincial staff	1	1												2
7	Steering Committee Meeting #1	0.5	1												1.5
8	Council Workshop	0.5	1												1.5
9	Agencies, Boards and Commissions Meeting #1	0.5	0.5												1
10	Visioning Workshops (One day) - Public Sessions #1-6	1	2			4									7
11	Natural Heritage Review	0.25	1	1			1	1	6	1	2.5	0.5			14.25
12	Agricultural Lands Review	0.25	1	2									9	3	15.25
13	Heritage and Cultural Heritage Review	0.25	1	1											2.25
14	Design Review	1	0.25												1.25
15	Employment/Industrial Lands Review	1	0.25	1											2.25
16	Commercial Lands Review	1	0.25	1											2.25
17	Steering Committee Meeting #2	1	1.5												2.5
18	Preparation of Planning Directions Paper (policy options)	0.5	4	1	2										7.5
19	Preparation of Policy Options and Recommendations Report	0.5	3	1	2										6.5
20	Public Meeting #1 - Policy Options and Recommendations - Public Session #7	0.5	1.5												2
21	Steering Committee Meeting #3 - Policy Options Presentation	1	1												2
22	Project Management	0.5	1												1.5
Sub-total		12.25	27	8	4	4	1	1	6	1	2.5	0.5	9	3	79.25

Days Per Task

Task	Team Member	Meridian				GLPi	Azimuth						AgPlan		TOTAL BY TASK
		NM	MS	Mapping Support	Support	GP	PN	DK	JB	BC	SM	Support	RU	Support	
PROJECT ACTIVITY		Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days
PHASE 2 - PLAN PREPARATION															
23	Vision Preparation and Public Discussion - Public Session #8	1	2			3									6
24	Preparation of First Draft of Official Plan	1	7	2	2										12
25	Steering Committee Meeting #4 - First Draft Review	1	1												2
26	Public Workshops - Public Sessions #9-14	1	2			4									7
27	Agencies, Boards and Commissions Meeting #2	1	1												2
28	Preparation of Second Draft of Official Plan	0.5	3	2	2										7.5
29	Steering Committee Meeting #5 - Second Draft Review	1	1												2
30	Agency Circulation		0.25												0.25
31	Public Open House and Workshop #3	1	2			3									6
32	Planning and Building Committee Presentation of Second Draft of Official Plan	0.5	1												1.5
33	Preparation of Third Draft of Official Plan	0.5	2	1	1										4.5
34	Meeting with Council	1	1												2
35	Statutory Public Meeting	0.5	1	0.5											2
36	Review of Public and Agency Comments and Preparation of Response Matrix	0.25	1		1										2.25
37	Steering Committee Meeting #6	1	1												2
38	Preparation of Final Official Plan for Adoption	0.5	2	1	2										5.5
39	Meeting and Formal Presentation of Final Version to Council	1	1												2
40	Project Management	0.5	1												1.5
Sub-total		13.25	30.25	6.5	8	10	0	0	0	0	0	0	0	0	68

GRAND TOTAL 25.5 57.25 14.5 12 14 1 1 6 1 2.5 0.5 9 3 147.25

Official Plan Review for the Town of The Blue Mountains

**TABLE B
FEES PER TASK**

Task	Team Member	Meridian				GLPi	Azimuth						AgPlan		TOTAL BY TASK
		NM	MS	Mapping	Support	GP	PN	DK	JB*	BC	SM*	Support	MH	Tech	
		\$155.00	\$120.00	\$75.00	\$50.00	\$150.00	\$145.00	\$145.00	\$109.62	\$110.00	\$92.30	\$65.00	\$150.00	\$78.60	
PROJECT ACTIVITY		\$1,162.50	\$900.00	\$562.50	\$375.00	\$1,125.00	\$1,160.00	\$1,160.00	\$876.96	\$880.00	\$738.40	\$520.00	\$1,050.00	\$550.20	
PHASE 1 - BACKGROUND ISSUES AND REVIEW OF EXISTING PLAN															
1	Preparation of Refined Work Program	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00
2	Review of current Official Plan and Policy Needs Identification	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
3	Review of other Relevant Studies, Materials and current development applications	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00
4	Growth Management and Intensification Review	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,800.00
5	Workshops with Town Senior Management and Planning Department	\$1,162.50	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,512.50
6	Meeting with County and Provincial staff	\$1,162.50	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,062.50
7	Steering Committee Meeting #1	\$581.25	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,481.25
8	Council Workshop	\$581.25	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,481.25
9	Agencies, Boards and Commissions Meeting #1	\$581.25	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,031.25
10	Visioning Workshops (One day) - Public Sessions #1-6	\$1,162.50	\$1,800.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,462.50
11	Natural Heritage Review	\$290.63	\$900.00	\$562.50	\$0.00	\$0.00	\$1,160.00	\$1,160.00	\$5,261.76	\$880.00	\$1,846.00	\$260.00	\$0.00	\$0.00	\$12,320.89
12	Agricultural Lands Review	\$290.63	\$900.00	\$1,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,450.00	\$1,650.60	\$13,416.23
13	Heritage and Cultural Heritage Review	\$290.63	\$900.00	\$562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,753.13
14	Design Review	\$1,162.50	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,387.50
15	Employment/Industrial Lands Review	\$1,162.50	\$225.00	\$562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,950.00
16	Commercial Lands Review	\$1,162.50	\$225.00	\$562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,950.00
17	Steering Committee Meeting #2	\$1,162.50	\$1,350.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,512.50
18	Preparation of Planning Directions Paper (policy options)	\$581.25	\$3,600.00	\$562.50	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,493.75
19	Preparation of Policy Options and Recommendations Report	\$581.25	\$2,700.00	\$562.50	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,593.75
20	Public Meeting #1 - Policy Options and Recommendations - Public Session #7	\$581.25	\$1,743.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,325.00
21	Steering Committee Meeting #3 - Policy Options Presentation	\$1,162.50	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,062.50
22	Project Management	\$581.25	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,481.25
Sub-total:		\$14,240.63	\$24,693.75	\$4,500.00	\$1,500.00	\$4,500.00	\$1,160.00	\$1,160.00	\$5,261.76	\$880.00	\$1,846.00	\$260.00	\$9,450.00	\$1,650.60	\$71,102.74

Fees Per Task (Hourly and Per Diem Rates Supplied)

Task	Team Member	Meridian				GLPi	Azimuth						AgPlan		TOTAL BY TASK
		NM	MS	Mapping	Support	GP	PN	DK	JB*	BC	SM*	Support	MH	Tech	
		\$155.00	\$120.00	\$75.00	\$50.00	\$150.00	\$145.00	\$145.00	\$109.62	\$110.00	\$92.30	\$65.00	\$150.00	\$78.60	
PROJECT ACTIVITY		\$1,162.50	\$900.00	\$562.50	\$375.00	\$1,125.00	\$1,160.00	\$1,160.00	\$876.96	\$880.00	\$738.40	\$520.00	\$1,050.00	\$550.20	
PHASE 2 - PLAN PREPARATION															
23	Vision Preparation and Public Discussion - Public Session #8	\$1,162.50	\$1,800.00	\$0.00	\$0.00	\$3,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,337.50
24	Preparation of First Draft of Official Plan	\$1,162.50	\$6,300.00	\$1,125.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,337.50
25	Steering Committee Meeting #4 - First Draft Review	\$1,162.50	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,062.50
26	Public Workshops - Public Sessions #9-14	\$1,162.50	\$1,800.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,462.50
27	Agencies, Boards and Commissions Meeting #2	\$1,162.50	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,062.50
28	Preparation of Second Draft of Official Plan	\$581.25	\$2,700.00	\$1,125.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,156.25
29	Steering Committee Meeting #5 - Second Draft Review	\$1,162.50	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,062.50
30	Agency Circulation	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$225.00
31	Public Open House and Workshop #3	\$1,162.50	\$1,800.00	\$0.00	\$0.00	\$3,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,337.50
32	Planning and Building Committee Presentation of Second Draft of Official Plan	\$581.25	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,481.25
33	Preparation of Third Draft of Official Plan	\$581.25	\$1,800.00	\$562.50	\$375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,318.75
34	Meeting with Council	\$1,162.50	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,062.50
35	Statutory Public Meeting	\$581.25	\$900.00	\$281.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,762.50
36	Review of Public and Agency Comments and Preparation of Response Matrix	\$290.63	\$900.00	\$0.00	\$375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,565.63
37	Steering Committee Meeting #6	\$1,162.50	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,062.50
38	Preparation of Final Official Plan for Adoption	\$581.25	\$1,800.00	\$562.50	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,693.75
39	Meeting and Formal Presentation of Final Version to Council	\$1,162.50	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,062.50
40	Project Management	\$581.25	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,481.25
Sub-total:		\$15,403.13	\$27,225.00	\$3,656.25	\$3,000.00	\$11,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,534.38

GRAND TOTAL \$29,643.75 \$51,918.75 \$8,156.25 \$4,500.00 \$15,750.00 \$1,160.00 \$1,160.00 \$5,261.76 \$880.00 \$1,846.00 \$260.00 \$9,450.00 \$1,650.60 \$131,637.11

Notes

Azimuth - JB* - professional hourly rate \$120 / field hourly rate \$75
 JB - 40 professional & 12 field hours - average rate for 52 hours=\$109.62

	Fees	Expenses	Grand Total
Meridian Planning Consultants	\$94,218.75	\$1,500.00	\$95,718.75
GLPi	\$15,750.00	\$500.00	\$16,250.00
Azimuth	\$10,567.76	\$250.00	\$10,817.76

Azimuth - SM* - professional hourly rate \$100 / field hourly rate \$75
SM - 18 professional & 8 field hours - average rate for 26 hours=\$92.30

AgPlan	\$11,100.60	\$500.00	\$11,600.60
Subtotal (All Firms)	\$131,637.11	\$2,750.00	\$134,387.11

GRAND TOTAL	Grand Total
Fees (All Firms)	\$131,637.11
Expenses (All Firms)	<u>\$2,750.00</u>
GRAND TOTAL (All Firms)	\$134,387.11



2010

PROPOSED OPERATING PROJECT

Department: Planning
 Proposal: Official Plan Review
 Year of Initiation: 2010
 Year of Completion: 2011
 Submission Date: October 6, 2009
 Submitted by: David Finbow

A Description

Undertake the Town's legislatively mandated five year review of the Official Plan

B Purpose

The Town's Official Plan (OP) was approved by the Ontario Municipal Board (OMB) on September 29, 2006. To be consistent with legislation, the mandatory five-year review needs to commence in 2010, for a 2011 Council consideration/adoption. In addition, the County of Grey's 5 year review of their OP has recently been completed and is before the Ministry of Municipal Affairs & Housing for approval. The Town is required to bring our OP into conformity with the updated County OP within 1 year of its approval. Some work is underway however significant work remains outstanding.

C The Blue Mountains' Strategic Plan

"Managing growth to ensure the ongoing health and prosperity of the community"

D Environmental Impacts

Updating policies to implement the 2005 PPS and sustainability/smart growth policies

E Expected Staff Resources/Key Personnel

David Finbow & Cindy Welsh

F Expected Operating Resource Requirements

YEAR	Consultant	Professional Services	Contract	Software Support	Training	Equipment	Interim Financing	Miscellaneous
2010	60,000							
2011	80,000	42,000						
2012		42,000						
2013								
2014								
Total:	140,000	84,000						
							Project Total:	224,000

G Estimated Project Costing Economic Driver

Estimated consulting and legal fees

H Expected Project Timeline

Proposed start date – 2010

Proposed completion date – 2011(potentially 2012)

I Expected Operational Resource Requirements

Staff time

J Proposed Source of Financing & Funding, (in conjunction with Treasury)

YEAR	Grants, Donations, Developer Contributions	Taxation	User Fees	Municipal Act 326-391	Reserves (Specify Below)	Development Charges	Debt
2010		6,000				54,000	
2011		30,000				36,000	
2012		39,000 (1)					
2013		40,000 (1)					
2014		19,000 (1)					
Total:						Project Total:	224,000

Notes to table:

(1) Legal & Consulting Fees to be addressed over a three year period - \$39,000 in 2012 and \$40,000 in 2013 and \$19,000 in 2014.

K Anticipated Cost Savings or Additional Revenues

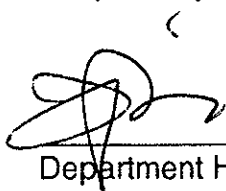
This project will not provide additional revenues or cost savings

L Location Map, as applicable

M Attachments, as applicable

n/a

Respectfully submitted by,



 Department Head Signature

2011

Official Plan Review

Project #	1-810-8012
Department	Planning & Building Services
Year of Initiation	2011
Year of Completion	2013
Submitted by	David Finbow
Flexible	No
Capital	No

Description	
	The Town's Official Plan was approved by the OMB in September 2006. To comply with the Planning Act, the Town is required to undertake a 5 year review. In addition, the County of Grey's Official Plan has recently been updated and awaits approval from the Ministry of Municipal Affairs and Housing. Related to this is the requirement that the Town bring its Official Plan into compliance with the County's Official Plan in 1 year.

Category	Details
Purpose	Undertake a 5 year review of the Town's Official Plan as mandated by the Planning Act.
Strategic Plan	Managing growth to ensure the ongoing health and prosperity of the community.
Environmental Impact	

Expenditures	Total	Budget					Future	Account
		2011	2012	2013	2014	2015		
Materials \$	-						62000	
Advertisements \$	-						62125	
Courier \$	-						63010	
Professional Fees \$	84,000		\$ 42,000	\$ 42,000			63100	
Legal \$	-						63105	
Engineering \$	-						63115	
Consulting \$	224,000	\$ 60,000	\$ 122,000	\$ 42,000			63120	
Contract Services \$	-						63125	
Contingencies \$	-						63126	
Additional Equipment \$	-						64010	
Replacement Equipment \$	-						64011	
Additional Vehicles \$	-						64020	
Replacement Vehicles \$	-						64021	
Interim Financing \$	18,000		\$ 4,000	\$ 6,000	\$ 5,000	\$ 3,000	63210	
Expenditures Total:	\$ 326,000	\$ 60,000	\$ 168,000	\$ 90,000	\$ 5,000	\$ 3,000	\$	

Funding	Budget							Account
	Total	2011	2012	2013	2014	2015	Future	
Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	53005
Provincial Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	53010
Municipal Act 326 / 391	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	54012
Developer Contributions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	57013
Revenue Fund - Taxes	\$ 236,000	\$ 6,000	\$ 30,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	54011
Revenue Fund - User Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	54011
Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	54032
Reserve Funds	\$ 90,000	\$ 54,000	\$ 36,000	\$ -	\$ -	\$ -	\$ -	54046
Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	58100
Funding Total:	\$ 326,000	\$ 60,000	\$ 66,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	

Timeline - Current Projects 2011	Staff Resources Required	2011 - Q1	2011 - Q2	2011 - Q3	2011 - Q4	2012 - Q1	2012 - Q2
RFP / Tender Documents	Dir. Ping & Bldg Svcs / Mgr Purchasing				X		
Advertisement and Closing of Bid	Administrative Assistant / Mgr Purchasing				X		
Project Start	Project Manager						X

Notes to Expenditure & Funding Tables

Project Costing Driver
Meridian Consulting & Aird & Berlis LLP Input

Map or Picture of Project

Operational Expenditure Impact

Potential Cost Savings

Funding Sources - Grants / Reserves / etc.
Development Charges & Taxation

