

STAFF REPORT: Planning



REPORT TO: Mayor & Members of Council
MEETING DATE: July 4, 2007
REPORT NO.: PL.07.83
SUBJECT: Zoning Discussion Papers
PREPARED BY: Cindy Welsh, Senior Policy Planner

A. Recommendations

THAT Council retain Ainley and Associates Limited to conduct work on Discussion Papers relating to the Zoning By-law Review Work Plan at a total project budget cost of \$19,450.00 exclusive of GST.

AND THAT the Mayor and Clerk be authorized to sign the contract.

B. Background

A staff report was submitted to Council on March 19, 2007, recommending that a Planning Consultant be retained to assist staff on the preparation of Discussion Papers relating to the Zoning By-law Review Work Plan. A Request for Proposal was forwarded to Council and it was recommended:

“THAT Council authorize staff to circulate a “Request for Proposal” for planning assistance for work on the Zoning By-law Review.”

This Request for Proposal was advertised in April 2007. Three submissions were received on or before Friday, April 20, 2007.

A Selection Committee was struck and comprised of David Finbow, Director of Building and By-law, Sherri Adams, Manager of Purchasing, Peter Tollefsen, Director of Planning, Rob Armstrong, Manager of Development Planning and Cindy Welsh, Senior Policy Planner. This Committee proceeded to review the submitted proposals utilizing consultant qualifications, experience and resources to undertake the proposed work. One firm, Ainley and Associates Limited met the minimum requirements of the RFP and therefore their fee proposal was opened. This firm was further contacted and asked to provide additional information. As part of this submission a revised fee schedule was also requested.

It is the opinion of Planning Staff that Council retain Ainley and Associates Limited to conduct work on Discussion Papers relating to the Zoning By-law Review Work Plan.

C. Strategic Plan

These changes continue to be consistent with Strategic Plan goal:

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

D. Budget Impact

A Capital Project Request From was approved as part of the 2007 Budget Approval Process for the Zoning By-law Update and Consolidation. Funds were allocated for consultant fees or contract work. The fees submitted are in line with the budget expectations for this component of work.

E. Attachment

1. Revised Project Costs and Timing – Ainley and Associates Limited
2. Revised Meeting Schedule – Ainley and Associates Limited

Respectfully submitted,

Cindy Welsh, MCIP, RPP
Senior Policy Planner