

## Report to Council

<b>Report Title:</b>	Comprehensive Zoning By-Law and Walkerton Community Official Plan Update and Review – RFP Results		
<b>Prepared By:</b>	Dieter Wetz, Building and Planning Manger/CBO, and Dalton Stone, Municipal Services Coordinator		
<b>Department:</b>	Building and Planning		
<b>Date:</b>	November 26, 2024		
<b>Report Number:</b>	PLN2024-11	<b>File Number:</b>	C11PLN
<b>Attachments:</b>	N/A		

### Recommendation:

That the Council of the Municipality of Brockton hereby receives Report Number PLN2024-11 - Comprehensive Zoning By-Law and Walkerton Community Official Plan Update and Review – Request for Proposal Results, prepared by Dieter Wetz, Building and Planning Manager/CBO, and Dalton Stone, Municipal Services Coordinator, and in doing so, approves entering into a contract with J.L. Richards & Associates Limited to complete the review and update of Brockton’s Comprehensive Zoning By-Law and Walkerton Community Official Plan.

### Report:

#### Background:

The Municipality of Brockton (‘Municipality’) has identified the need to undertake a Five Year Review (the ‘Review’) of the Walkerton Community Official Plan (the ‘Plan’) as per the requirements of Section 26 of the *Planning Act* R.S.O 1990 c. P.13, as amended. The Municipality’s Comprehensive Zoning By-Law (By-Law Number No. 2013-26) has been in force and effect since March 25, 2013 and has been subject to housekeeping amendments. The Walkerton Community Official Plan was approved on December 17, 2009 and the five-year review was last conducted in 2017.

There is currently \$60,000.00 in the Planning Reserve for the completion of an update to Brockton’s Comprehensive Zoning By-Law and the Walkerton Community Official Plan. These reserve funds were allocated from the 2023 and 2024 Budgets for the purpose of entering into a contract with a planning consultant to conduct the review and update of the official documents.

A formal Request for Proposal (RFP) for the review and update of the Zoning By-Law and Official Plan was prepared and issued on August 7, 2024. The RFP was posted on bids&tenders with a closing date of September

16, 2024. Brockton received three (3) submissions, all of which qualified and followed the parameters of the RFP.

**Analysis:**

Three (3) Municipal staff members individually reviewed and scored the technical submission from each applicant. Each applicant was then interviewed, and each staff member individually scored the interviews. Finally, the financial bid was unsealed and scored as per the calculation outlined in the RFP. All scoring was evaluated based on the outlined criteria in the RFP.

Staff are recommending that Council approve entering into a contract with J.L. Richards & Associates Limited to complete the review and update of Brockton’s Comprehensive Zoning By-Law and Walkerton Community Official Plan as this firm has the highest combined score.

**Strategic Action Plan Checklist:**

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

- Recommendations help move the Municipality closer to its Vision Yes
- Recommendations contribute to achieving Heritage, Culture, and Community Yes
- Recommendations contribute to achieving Quality of Life Yes
- Recommendations contribute to achieving Land Use Planning and the Natural Environment Yes
- Recommendations contribute to achieving Economic Development Yes
- Recommendations contribute to achieving Municipal Governance Yes

**Financial Impacts/Source of Funding:**

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

The total project costs with awarding the project to J.L. Richards & Associates Limited is \$125,183.96. As previously noted in this report \$60,000.00 in Reserve has been set aside from the 2023 (\$40,000.00) and 2024 (\$20,000.00) Budgets. This will result in \$65,183.96 being funded from the 2025 and 2026 budget as the tentative timeframe for project completion will be 2026. Staff initially estimated the project value ranging from \$80,000.00 to \$100,000.00 to complete both the Official Plan and Zoning By-Law review and update.

**Reviewed By:**



Trish Serratore, Chief Financial Officer

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**Respectfully Submitted by:**



Dieter Weltz, Building and Planning Manager/CBO



Dalton Stone, Municipal Services Coordinator

**Reviewed By:**



Sonya Watson, Chief Administrative Officer