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|  <p>DRYDEN</p> <p>The Corporation of The City of Dryden</p> | <p>STAFF REPORT</p> | <p>For Administration Use Only:</p> <p>Meeting Date: COW April 12, 2021</p> <p>Open [X] Closed []</p> <p>Approved for Agenda: [CAO]</p> <p>Report No. BP-2021-05</p> |
| <p>Date Submitted:</p> | <p>March 30, 2021</p> | |
| <p>Title:</p> | <p>Official Plan Update and Consulting Services</p> | |
| <p>Prepared by:</p> | <p>Pamela Skillen, Chief Building Official</p> | |
| <p>Department:</p> | <p>Building and Planning</p> | |

Recommendation:

THAT Council approve single sourcing and award the contract for the Official Plan Update to Quartek Group Inc. and authorizes the Mayor and Acting Clerk to enter into an agreement with Quartek Group Inc.

Background:

The Building and Planning Department was involved together with the Economic Development Manager, Manager of Community Services, Manager of Public Works, the Chief Administrative Officer and the Special Projects and Communications Manager in the selection process of the preferred vendor to the Community Capacity and Business Gap Analysis Study. The preferred vendor was determined as Explorer Solutions Inc.

Quartek Group Inc. co-authored the proposal with Explorer Solutions regarding the Community Capacity and Business Gap Analysis Study. As the City requires 3rd party consulting services to complete the Official Plan Update and upon review, similarities exist in the background and preparation for the Community Capacity Study that would also be required for the Official Plan Update.

Discussion:

Quartek Group Inc. is an Urban Planning firm with previous experience in Official Plan Updates and zoning reviews. The individuals directly involved are Registered Professional Planners with vast experience in the sector.

The Community Capacity Study and the Official Plan Update have many similarities and continuities that make the preparation and research stages similar in approach. Both require extensive City staff, Council and stakeholder engagement, policy and study review, future growth and development analysis, open house and aboriginal consultation. The Community Capacity Study and the Official Plan Update process require active community engagement and response, the projects will be commencing at the same time and using the same stakeholders and community engagement practices.

It therefore warrants the consideration that overburdening our community with surveys, public meetings etc. will be a detriment to both endeavours. Leveraging staff and consultant resources in provision and planning of engagement by combining the information sharing between these two initiatives makes sense and is highly beneficial to both projects.

Additionally, by single sourcing the Official Plan to the preferred vendor of the Community Capacity Study, we obtain their services for \$56,975, approximately an \$18,000 savings under the current budgeted amount of \$75,000 specifically as a result of these efficiencies.

Notice Provisions: None.

Financial Implications:

Savings of \$18,000 under budget