

**Town of Fort Frances
Administrative Report**

TO: Mayor and Council
FROM: Cody Vangel, Chief Building Official & Municipal Planner
SUBJECT: **Award Recommendation for RFP 22-PD-07 – New Official Plan and Comprehensive Zoning By-law**
DATE: May 24, 2022

Issue:

Consideration to recommend award of RFP 22-PD-07 for the development of a new Official Plan and Comprehensive Zoning By-law for the Town of Fort Frances.

Strategic Impact:

1. Attracting new industry and attracting investment for local business development.
2. Promotion of Tourism / Destination Tourism
3. Develop a plan for the Shevlin Woodyard
5. Improve relationships with neighbouring communities.
6. Establish Partnerships with nearby First Nation communities
11. Undertake residential development
16. Mitigate risks of climate change
23. Work with community partners to more effectively address social issues such as homelessness, substance abuse, and mental health issues.

Options/Alternatives:

1. Recommend award of RFP 22-PD-07; or.
2. Recommend re-issuing RFP 22-PD-07.

Administrative Recommendation:

RECOMMENDED THAT Council of the Town of Fort Frances agree with the recommendation of the Planning and Development Executive Committee to award RFP 22-PD-07 for the development of a new Official Plan and Comprehensive Zoning By-law for the Town of Fort Frances to WSP Canada Inc. for the cost of \$136,435.00 plus the municipal portion of HST;

AND THAT the Mayor and Clerk be authorized to execute the agreement on behalf of the corporation;

AND THAT an additional \$5,000 be carried for public engagement internal expenses;

AND FURTHER THAT the budget shortfall be captured in the 2022 capital budget and covered through the Corporate Projects Reserve Funds.

History:

The Town of Fort Frances adopted the existing Official Plan – 2011 on November 14, 2011, through by-law 63/11, with ministerial approval coming December 3, 2012.

The Planning Act states the following with respect to Official Plan reviews/updates:

*26(1.1) The council shall revise the plan no less frequently than,
(a) 10 years after it comes into effect as a new official plan; and
(b) every five years thereafter, unless the plan has been replaced by another new official plan.*

Given that the Town did not conduct a five-year review, the Town will require a new Official Plan, beginning the process in 2022.

The Town of Fort Frances adopted the existing parent Zoning By-law – 03/14 on January 27, 2014, through by-law 03/14.

The Planning Act states the following for the review/renewal of zoning by-laws:

26(9) No later than three years after a revision under subsection (1) or (8) comes into effect, the council of the municipality shall amend all zoning by-laws that are in effect in the municipality to ensure that they conform with the official plan

To maintain conformity, fluency, and report/document presentation, it is advisable to complete both projects at the same time with one consultant, to mitigate the “3-year lag” of one document over the other as significant changes are anticipated with these renewed documents.

Analysis:

The Town of Fort Frances began advertising the Request for Proposals (RFP) on Thursday April 7, 2022 with a closing date of Tuesday May 3, 2022. The RFP was advertised in the local newspaper, the Town’s website, and it was also sent to both the Thunder Bay and Winnipeg construction associations requesting advertisement, as well as on municipalworld.com. It should be noted that the Winnipeg construction association did not advertise the RFP.

On May 3, 2022 at 2:00pm local time, proposals were opened publicly through a virtual manner at the Town of Fort Frances Civic Centre in the Committee Room. The following three proposals were received:

Building Design Firm	Project Cost (HST not included)
Superior Consulting Team	\$138,205.00 plus \$13,246.15 misc.
WSP Canada Inc.	\$136,435.00
Stantec Consulting Ltd.	\$115,842.00

The proposals were evaluated and scored by an internal review team made up of the Chief Administrative Officer, Chief Building Official/Municipal Planner, and Manager of Operations and Facilities. Through this review process WSP Canada Inc. (WSP) scored highest amongst the group. WSP stood out when scoring with their “close to home” experience with similar project in various northwestern Ontario communities, their attention to detail, comprehensive community engagement plan, their methodical and detailed strategy for completion of the project along with a team showing significant Ontario experience to complete the project.

The Town of Fort Frances 2022 Capital Budget set aside \$100,000.00 for the completion of this project. For reference, in 2010 the tender value for the update of the Official Plan and Zoning By-law was around \$74,000.00 plus applicable taxes. Given that the proposal cost of \$136,435.00 plus the municipal portion of taxes is greater than the budgeted \$100,000.00, it would be recommended that the budget shortfall be captured in the 2023 capital budget.

Consultation:

- Chief Administrative Officer
- Manager of Operations and Facilities