



City of
Peterborough

To: **Members of the General Committee**

From: **Cynthia Fletcher**
Commissioner of Infrastructure and Planning Services

Meeting Date: **November 4, 2019**

Subject: **Report IPSPL19-028**
Official Plan Update and Budget increase to Contract with
The Planning Partnership

Purpose

A request to authorize an increase in the contract with The Planning Partnership for the completion of the Official Plan

Recommendations

That Council approve the recommendations outlined in Report IPSPL19-028 dated November 4, 2019, of the Commissioner of Infrastructure and Planning Services, as follows:

- a) That a budget transfer of \$22,000 from the Zoning By-law Update project 5-1.06 to the Official Plan Review project 7-1.10 be approved; and
- b) That an increase in the existing contract with the Planning Partnership for completion of the Official Plan update by an additional \$22,000 from \$96,000 to \$118,000, plus HST be approved.

Budget and Financial Implications

The \$22,000 will be transferred from the Zoning By-law update 5.1.06 to the Official Plan Review Capital project 7.1.10. After the draw of \$22,000 to The Planning Partnership, the Zoning By-law Update account will have an uncommitted balance of \$108,000.00 for 2019.

The net \$118,000 requirement, after applicable HST rebates can be accommodated with the amended budget.

Background

The City of Peterborough has not completed a comprehensive update of the Official Plan since 1981. The Official Plan Update has been a major project over the last several years, with the Plan really taking shape in the past few months. The target for completion of the final draft plan is late 2019. The major factor for the recent progress has been the re-focus of staff time, a new planning position and the involvement of The Planning Partnership in 2019 to complete a series of drafts of the Official Plan.

Between November, 2018 and February, 2019 the Planning Partnership completed three drafts of the Official Plan that were reviewed by staff. This concluded the original contract of \$50,000 with The Planning Partnership for this portion of work.

In January of 2019, with the Director of Planning leaving the City, an additional scope of \$46,000 was approved so that The Planning Partnership could play the lead role in completing subsequent drafts which were to be presented to the Official Plan Working Group, Technical Working Group, the general public, Commissioners, and City Council. Given the update of the Official Plan is community priority, City staff committed to fulsome consultation with industry stakeholders and the community. The Planning Partnership has been key in assisting staff with the consultation process.

Going forward, the Planning Partnership will play the lead role, with oversight by Planning Staff, in getting the Official Plan finalized and through the approvals process.

Budget Amendment

On July 8, 2019, the Official Plan Review Project Update (Report IPSPL 19-021) was provided to City Council and the project schedule was presented. This included a significant amount of time associated with public open houses and meetings for consultation programs, including a variety of means and methods to include as many people as possible; such as, open house meetings, stakeholder and First Nations

meetings, pop-up information booths and online engagement sessions. There was greater involvement for The Planning Partnership than was first anticipated and as a result, much of the funds associated with the additional scope (\$46,000) have been spent. Given the success of the public engagement program to date, more time and energy must be spent on revisions to the draft document, responding to public comments to finalize the Official Plan.

The following tasks to finalize the new Official Plan include:

- A 6th draft which includes the preparation of response to public responses.
- A 7th draft in response to a City Staff review and will result in a “polished” draft including a graphically formatted layout.
- A Working Group presentation and meeting
- Statutory public open Houses – two back to back sessions
- Preparation of a final draft
- A Working Group presentation and meeting
- Statutory Public meeting at City Council

This work plan exceeds the original scope of work based on The Planning Partnership’s continued involvement in public consultation and Working Group meetings, and revisions to the document. Presently, there are insufficient funds remaining in the Official Plan Review Capital Budget project for The Planning Partnership to complete the additional scope of work to complete the project. The additional work can be completed for \$38,000. There remains \$16,000 of the current budget and an additional \$22,000 is required to complete the project.

The requested funds can be accommodated within the 2019 budget under the Zoning By-law Update 5-1.06. This funding is appropriate given the Zoning By-laws close relationship with the Official Plan and because the Zoning By-law Update should not proceed until the new Official Plan is approved. These funds should be transferred to the Official Plan Review Capital Project No. 7-1.10 to retain The Planning Partnership to complete the Official Plan for the City.

In January 2019, Report IPSPL 19-005 requested a budget transfer of \$46,000 and an increase in the existing contract with The Planning Partnership from \$50,000 to \$96,000. Under Section 9.1.1 and Chart 3b) of the Procurement By-law 18-084, the Chief Administrative Officer had the authority to approve this request.

Council Approval Required

The current request of a budget transfer of an additional \$22,000 and an increase in the contract with The Planning Partnership to \$118,000 exceeds the delegated authority for the CAO or Treasurer to approve under the Procurement Bylaw and therefore Council approval is required under Section 9.2.1 b) and Chart 3 of the Procurement By-law 18-084.

Submitted by,

Cynthia Fletcher
Commissioner of Infrastructure and Planning Services

Contact Name:

Ken Hetherington
Manager, Planning Division
Phone: 705-742-7777, Ext. 1781
Toll Free: 1-855-738-3755
Fax: 705-742-5218
email: khetherington@peterborough.ca