

TOWN OF GEORGINA
REPORT NO. PB-2007-0018
FOR CONSIDERATION OF
COUNCIL
FEBRUARY 12, 2007

SUBJECT: SUTTON SECONDARY PLAN REVIEW STUDY
CONSULTANT SELECTION
FILE NO.: 02.154

1. RECOMMENDATION:

- A. THAT REPORT NO. PB-2007-0018 BE RECEIVED FOR INFORMATION.
- B. THAT COUNCIL APPROVE THE SELECTION OF THE CONSULTANT TEAM CONSISTING OF THE PLANNING PARTNERSHIP, CUSHMAN & WAKEFIELD LEPAGE, LGL LIMITED, POULOS & CHUNG AND SCS CONSULTING, TO CONDUCT THE SUTTON SECONDARY PLAN REVIEW STUDY AND, THAT STAFF AND THE STEERING COMMITTEE PROCEED WITH FINALIZING THE STUDY PROPOSAL ATTACHED AS SCHEDULE '1' TO REPORT NO. PB-2007-0018, WITH AN UPSET STUDY COST OF \$100,000.00.
- C. THAT A BY-LAW BE PASSED AUTHORIZING THE MAYOR AND CLERK TO ENTER INTO AN AGREEMENT WITH THE SELECTED CONSULTANT TEAM TO CARRY OUT THE SUTTON SECONDARY PLAN REVIEW IN ACCORDANCE WITH A FINALIZED STUDY PROPOSAL AS APPROVED BY THE STEERING COMMITTEE.
- D. THAT THE CLERK FORWARD A COPY OF REPORT NO. PB-2007-0018 TO THE YORK REGION COMMISSIONER OF PLANNING AND DEVELOPMENT SERVICES AND TO THE LAKE SIMCOE REGION CONSERVATION AUTHORITY.

2. REPORT:

On June 26, 2006, Council approved a Sutton Secondary Plan Review Study Proposal Call and Terms of Reference document as set out in Report No. PB-2006-0076. Council also authorized staff to proceed with a two stage consultant proposal and selection proposal.

The first stage of the proposal call resulted in four planning consultant firms submitting letters advising of their interest and desire to submit a detailed written proposal to the Town. Upon review of these letters of interest by staff, it was decided that all four firms be asked to submit a written proposal. Prior to the September 5, 2006 deadline for submitting the written proposals, the firm of Skelton Brumwell advised the writer that due to unforeseen staffing related circumstances they would not be able to submit a proposal and withdrew from the process. The remaining three consultant teams listed below all submitted detailed written proposals in accordance with the submission requirements.

	<u>Consultant Team</u>	<u>Proposal Cost</u>
1.	The Planning Partnership Cushman & Wakefield LePage LGL Limited Poulos & Chung SCS Consulting	\$99,979.20
2.	Jones Consulting Group Limited Azimuth Environmental Clayton Research Associates ENVision Hough	Range between \$80,000.00 to \$100,000.00
3.	Urban Strategies Inc. Schollen & Company Inc. North-South Environmental Inc. Totten Sims Hubicki Associates	\$97,777.00

For a number of good reasons, it was decided that the process for selecting the public members to sit on the Steering Committee and the next phase of the consultant selection process (evaluation of written proposals and interviews), would take place after the November, 2006 municipal election. Each of the consultant teams were advised of the change in plans and, at the time, indicated their desire to remain in the competition.

In late January, 2007, the three consultant teams were contacted about scheduling an interview. At that time, the principal of Urban Strategies Inc. advised the writer that unfortunately they would have to withdraw from the competition due to existing workload constraints.

On February 5, 2007 the remaining two consultant teams were interviewed by seven members of the Steering Committee (Mayor Robert Grossi, Deputy Mayor Danny Wheeler, Ward 4 Councillor Ken Hackenbrook, Art Field, Clare Morrison, Greg Perry and Margaretha Vandervelden), along with the Director of Planning & Building, the Manager of Planning, the Engineering Manager

and the Sutton Area Planner.

Based on the written proposals and interviews, the Steering Committee/staff recommend that the consultant team headed by The Planning Partnership be retained. This team consists of highly qualified and motivated personnel that have extensive experience in the preparation of community secondary plans in York Region and throughout Ontario. Furthermore, this same consultant team successfully conducted the Keswick Business Park Study which culminated in a Secondary Plan that was approved by the Town and the Region in 2006. Prior to that, the majority of the Planning Partnership team was involved in the preparation of an updated Keswick Secondary Plan that was approved by the Town and the Region and has served the community well to date. As such, this team has an excellent understanding and knowledge of Georgina, as well as an appreciation of the types of issues, concerns and challenges facing the Sutton Secondary Plan Review Study. Based on their proven track record with us and elsewhere in the Province, staff are confident that this team will be able to successfully carry out this Study as well.

It is anticipated that this Study will take approximately one year to complete, with the start-up Steering Committee and Technical Advisory Committee meetings to be held as soon as possible within the next couple of weeks or so. The start-up meetings will be used to make any final adjustments to the work program, and to go over the objectives and expectations of the Study so that all Committee members are clear as to what is going to take place. Once this has been done, the proposal will be revised as necessary and a by-law will then be brought to Council authorizing the Mayor and Clerk to enter into an agreement with The Planning Partnership to conduct the Study.

Finally, the funds for this Study were previously budgeted for in 2006 and are available in a reserve account. In consideration of the above, it is respectfully requested that Council adopt the recommendations as set out in section 1 of this report.

Prepared by:

Recommended by:

Harold W. Lenters, M.Sc.Pl., M.C.I.P., R.P.P.
Director of Planning & Building

Stan N. Armstrong, C.G.A.
Chief Administrative Officer

HWL/nc
attach.