



Meeting Date:	September 15, 2021
Contact:	Robert Tremblay, CAO rtremblay@whitewaterregion.ca 613-646-2282, Ext. 126

Title:

Municipal Modernization Program Intake 2 - Consultant Selection

Recommendation:

1. That Council of the Township of Whitewater Region approve the selection of WCSC Consultants Inc. to complete the Building Services Review funded by the Municipal Modernization Program at a total cost of \$39,141 inclusive of non-refundable HST.
2. That Council of the Township of Whitewater Region approve the award of RFP 2021-33 for the Roads Joint Operational Review with the Townships of Admaston/Bromley and Greater Madawaska funded in part by the Municipal Modernization Program to WSCS Consultants Inc. at a total cost of \$79,373 inclusive of non-refundable HST.
3. That Council of the Township of Whitewater Region approve the award of RFP 2021-32 for the Growth Readiness, Zoning Update and Development Standards project with the Township of Greater Madawaska funded in part by the Municipal Modernization Program to Ecovue Consulting Services Inc. at a total cost of \$157,260 inclusive of non-refundable HST.

Background:

The Province of Ontario has provided funding to promote efficiency. In 2019, the Township of Whitewater Region received \$629,888 to undertake service delivery and efficiency improvements.

In late 2019, the Province announced new application-based funding under the Municipal Modernization Program. The Township was successful in receiving funding to undertake a Parks & Recreation Operational Review. In addition, the Local Efficiency Group, comprised of the Towns of Arnprior and Renfrew and Townships of Greater Madawaska, McNab/Braeside, Horton, Admaston-Bromley, and Whitewater Region, received funding to undertake a joint service delivery review.

A second intake was announced in 2021 and the Township was successful in receiving three grants.

- \$40,000 (100%) for a Building Services Review. The focus is on streamlining process, maximizing resources, and meeting increasing demand. In addition, it will look at potential technological additions to make permitting from start to finish flow better for both the applicants and staff.
- \$80,000 (75%) for a Roads joint operational review with the Townships of Admaston/Bromley & Greater Madawaska. The Townships have significant land area totaling just under 1900 km² with significant road operations. The recent LEG service delivery review noted opportunities for greater collaboration and savings. The project will optimize and modernize roads operations for each participating township, while seeking opportunities for collaboration to ensure efficiency and effectiveness.
- \$170,000 (75%) for a the completion of a Growth Readiness, Zoning Update and Development Standards project with Greater Madawaska. The Townships participated in the LEG joint service delivery review and this project is an implementation project. The project will ensure both Townships are positioned for growth. They share similar characteristics, including significant tourism sector, waterfront development, and a mix of rural area and hamlets/villages. The project would prepare Growth Readiness Policies to position the Townships to attract development. Modernized Zoning By-laws would provide a framework to address local planning issues, promote community building, and facilitate and streamline development. Collective development standards between the two Townships will help streamline the development process and provide specific design criteria and guidelines. A shared Development Manual would create more efficiency for planning and design reviews and will modernize the municipal approach to land development projects. The shared Development Manual demonstrates efficiency in the creation of one manual (compared with two). The Development Manual will include process flow charts for planning activities such as a Plan of Subdivision, Official Plan Amendment, Zoning By-Law Amendment, Minor Variance, Site Plan Control, Consent etc.

Analysis: Building Services Review

The Building Services Review must be completed in 2021. Accordingly, staff are proposing a single-source award. WCSC Consulting Inc. previously completed a Financial Services Review for Whitewater Region and can complete the assignment on time and to meet grant requirements. The

Township is aware of their methodology and is comfortable working with their team. They have completed service delivery and operational reviews for a number of municipalities in Ontario. In addition, they have undertaken business process reviews and technology assessments.

RFP 2021-33 - Roads Joint Operational Review

Three submissions were received. They were reviewed internally by the Council Liaison for Public Works, Manager of Public Works, Treasurer/Deputy CAO and CAO. Scores were then compiled with staff from Admaston/Bromley and Greater Madawaska. Proposals were evaluated based on the following: firm's qualifications and experience (20%), firm's proposal and approach (30%), References (20%), and Upset Cost Estimate (30%).

	Dillon Consulting Inc.	Matrix Consulting Group	WCSC Consultants Inc.
Total Score	74	64	81
Upset Cost Estimate with HST Rebate	\$98,342.98	\$44,570.88	\$79,372.80

RFP 2021-32 - Growth Readiness, Zoning Update, Development Standards

Two submissions were received. They were reviewed internally by the Council Liaison for Community Development, Manager of Community Development, Treasurer/Deputy CAO and CAO. Scores were then compiled with staff from Greater Madawaska. Proposals were evaluated based on the following: firm's qualifications and experience (15%), firm's proposal and approach (25%), Workplan/Level of Effort (10%), Overall Presentation (10%), References (10%), and Upset Cost Estimate (30%).

	Ecovue Consulting Group	JLR Richards & Associates
Total Score	84	82
Upset Cost Estimate with HST Rebate	\$157,259.90	\$96,163.20

Strategic Plan Departmental Workplan:

These projects support a number of Strategic Plan strategies:

- Roads Review: 1. Prioritize roads for infrastructure investment. 2. Ensure necessary funding is available for infrastructure operations, maintenance and renewal. 3. Understand existing and sustainable levels of service for all assets. 4. Ensure the Township has the assets it needs to deliver services in an efficient and effective manner.
- Building Services and Joint Development Project: Improve the development approvals process so that it is timely, efficient and effective.

The 2021 Departmental Workplan included items that can be accomplished through these provincially-funded projects:

- Implement process efficiencies.
- Continue to explore opportunities to collaborate with other municipal partners.
- Develop key performance indicators for proper benchmarking.
- Support continued growth and development.
- Foster economic development and tourism.
- Implement continuous improvement opportunities to ensure efficient and effective operations.
- Improve corporate facility management.

Engagement Consultation:

The Townships of Admaston/Bromley and Greater Madawaska were consulted on these projects. The projects will involve input from council and staff.

Financial Implications:

The Building Services Review will be funded entirely by the Municipal Modernization Program, up to \$40,000.

Whitewater Region's share of the Roads Joint Operational Review totals \$6,614 and will be budgeted for 2022.

Whitewater Region's share of the Joint Growth Readiness, Zoning Update and Development Standards project is \$19,658 and will be budgeted for 2022. Potential sources of funding include development charges and cannabis implementation funding.

Next Steps:

Complete projects in 2021-2022 (joint reviews) and Building Services Review (November 2021).

Attachments:

None.

Prepared by: Robert Tremblay, Chief Administrative Officer

Reviewed by: Lane Cleroux, Manager of Public Works

Reviewed by: Ivan Burton, Manager of Community Development

Reviewed by: Sean Crozier, Treasurer/Deputy CAO