

September 7, 2010
Amended September 17, 2010



CITY COUNCIL

PROPERTY AND PLANNING COMMITTEE REPORT

TO: Property and Planning Committee

FR: Tara Rickaby, Planning Administrator

RE: Planning Services

BACKGROUND:

For tracking purposes, a by-law is required in order to authorize the Operations Manager to enter into the contract.

The City of Kenora has been without the services of a land use planner since December 1, 2009. From time to time, the advice of a land use planner is required by the Planning Administrator. Since December of 2009, much of the required advice has been provided through an existing contract with FoTenn Consultants for the review/overhaul of the City of Kenora Official Plan and Zoning By-law. FoTenn Consultants was the firm which provided the most competitive proposal when the City issued an rfp for these services in the summer of 2009.

As a result of this contract, FoTenn Consultants is very familiar with the character of the City and recognizes its challenges and opportunities. FoTenn has provided a proposal to the City of Kenora, to provide services on an "as required basis", such as providing professional planning advice on development files and public enquiries, preparing and reviewing planning staff reports for a variety of development applications, preparing and reviewing Official Plan and/or Zoning By-law Amendments, providing strategic advice and assistance on land use planning matters related to special projects, and expert land use planning witness at the Ontario Municipal Board. Currently all planning reports are prepared by the Planning Administrator; reviews only would be requested if the file is more complex. A call for proposals would be issued the City requires land use planning services for the development large project.

BUDGET: Planning Operating budget

COMMUNICATION PLAN/Notice By-law Requirements: Council agenda

RECOMMENDATION:

THAT Council of the City of Kenora accepts the proposal of FoTenn Consultants, of September 3, 2010, to provide land use planning services, on an "as required basis", from October 1, 2010 to September 30, 2012 and that a by-law be passed authorizing the Operations Manager to sign the proposal on behalf of the City of Kenora.