

**TO:** Board of Directors

**FROM:** B. Newell, Chief Administrative Officer

**DATE:** November 19, 2020

**RE:** Electoral Area “G” Official Community Plan (OCP) Bylaw Implementation— Contract Award

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**Administrative Recommendation:**

**THAT the Board of Directors award the Electoral Area “G” Official Community Plan (OCP) Bylaw Project to EcoPlan in the amount of \$110,000.00.**

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**Purpose:**

The purpose of this report is to seek direction from the Board with regard to the awarding of a consulting contract for Electoral Area “G” Official Community Plan (OCP) Bylaw Implementation.

**Background:**

In 2019, the Electoral Area “G” Director expressed an interest in the communities’ opinion on future land use and development to reflect the aspirations and goals for the next 20-25 years, as well as providing direction to respond effectively to referrals from other levels of government and agencies. A community engagement project was undertaken from August to October 2019 for the purpose of determining the level of community interest in developing an OCP. The “Let’s Talk Land Use” campaign included a survey, open houses and a focus group-style meeting.

Results of the community engagement indicated general support for developing a community vision that will help guide Electoral Area “G” for the next 20 or so years.

On October 16, 2020, the Regional District posted a Request for Proposals (RFP) from consultant teams with proven experience in rural land use planning in support of creating the first Official Community Plan Bylaw for Electoral Area “G”.

Staff prepared the following documents for the consultant’s use:

- Community Profile (i.e. core communities, population, housing, land use, services, etc.)
- Land Use Map
- Community Engagement Strategy

The consultant’s will build upon the Community Profile and Land Use Map provided to finalize a Background Report. The majority of work will involve execution of the Community Engagement Strategy. The consultant will also prepare the draft OCP Bylaw and a summary report documenting how the Background report and community engagement informed the draft OCP Bylaw.

The proposed scheduled for completing the OCP Bylaw Review contained within the RFP has adoption tentatively scheduled for March of 2022 (i.e. 16 months after awarding of contract), and is as follows:

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Task	Completion Date
Award to Consultant	November 2020
Project Initiation	December 2020
Finalize Work Plan and Community Engagement Strategy	December 2020
Final Background Report	February 2021
Public Project Launch	January 2021
Implement Community Engagement Strategy	January 2021-February 2022
Summary Report of Community Engagement (Phase 1-3)	September 2021
First Draft OCP	October 2021
Revised Draft OCP Bylaw	December 2021
Final OCP Bylaw	February 2022

In response to the RFP, one (1) submissions was received by the November 6, 2020 deadline from *EcoPlan*.

In accordance with the Regional District’s “Purchasing and Sales Policy”, the Board shall approve all purchases over \$50,000.00. The consulting funds available to cover this project is \$110,000 (i.e. \$108,340 plus GST).

**Analysis:**

As there was only one submission received, Administration is recommending that the project be awarded to the sole proponent, *EcoPlan*.

Overall, Administration believes that the *EcoPlan* consulting team is a strong collaboration of professional planners with decades of experience in policy development and community engagement. Further, the proposal demonstrates strength in local knowledge, policy development and community engagement needed to execute the project successfully.

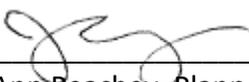
The *EcoPlan* consulting team includes *EcoPlan*, *Agrlington Group* and *Riechert Consulting*, contributing 70%, 12% and 18% of total personnel hours respectively. Of the 846 total personnel hours, 13% are attributed to the project manager, J. Ingram who has proven experience in project management for Official Community Plan updates.

**Alternative:**

THAT the Board not award the contract to *EcoPlan*.

**Respectfully submitted:**

**Endorsed by:**

  
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 JoAnn Peachey, Planner I

  
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 C. Garrish, Planning Manager