



## THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

**Subject:** Heritage Conservation District Plan - Exemption to Purchasing and Procurement Policy

**Report Number:** Clerk's-2020-03

**Meeting Date:** Monday, March 9, 2020

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**Recommendation:** THAT Council exempt the acquisition of consulting services for the Heritage Conservation District Plan from Section 16 Requests for Proposals for Consulting Services of the Purchasing and Procurement Policy GG.2.17 and authorize proceeding under section 17 of the Policy to allow purchase by negotiation as the extension of the existing contract would prove more cost effective and beneficial;

AND FURTHER THAT Staff be directed to negotiate with Stantec Consulting Ltd. for the completion of the Heritage Conservation District Plan for not more than the budgeted amount of \$50,000 per Report CLE 2020-03. presented March 09, 2020.

**Date to be considered by Council:** Monday, March 16, 2020

**Report Summary:**

On December 16, 2019, Council received the Phase I - Heritage Conservation District (HCD) Study prepared by Stantec Consulting Ltd.. Phase II, the HCD Plan, was approved as part of the 2020 capital budget. Due to the cost involved in the acquisition of a heritage consultant to complete the Phase II Plan, a Request for Proposals (RFP) is required to comply with the Purchasing and Procurement Policy GG.2.17. Staff are requesting that Council exempt the purchase from the requirement for an RFP as the extension of the existing contract with Stantec Consulting Ltd. would prove more cost effective and beneficial.

**Origin:** Heritage Conservation Study & 2020 Budget

**Existing Policy:** Purchasing and Procurement Policy GG.2.17

**Background/Analysis:** In the 2019 Capital Budget, funds were put in place to complete the Phase I – HCD Study. An RFP for this study was issued and

Stantec Consulting Ltd. was the successful bidder. Stantec completed the HCD Study and presented it to Council on December 16, 2019. Council passed the following resolution.

THAT Council receive the Heritage Conservation District (HCD) Study prepared by Stantec Consulting Ltd. & a+Link Architecture Inc. dated December 6, 2019 attached to Report Clerk's 2019-120;

AND FURTHER THAT the Phase II - Heritage Conservation District Plan be considered as part of the 2020 budget process.

Council agreed to include the Phase II - HCD Plan in the 2020 Budget with \$50,000 for the development of the plan and \$20,000 to register the HCD, if approved, on title for each property involved. In order to complete the Plan, a heritage consultant prepares the HCD Plan and Guidelines with various opportunities for public input. Once this is complete, Council may pass a By-law to adopt the Plan and Guidelines and designate the area as a Heritage Conservation District.

As per the *Ontario Heritage Act*, the Plan will contain:

- A statement of significance of the objectives to be achieved in designating the area as an HCD;
- A statement explaining the cultural heritage value or interest of the HCD;
- A description of the heritage attributes of the HCD and of properties in the district;
- Policy statement, guidelines, and procedures for achieving the stated objectives and managing change in the HCD;
- A description of the alterations or classes of alterations that are minor in nature and do not require a heritage alteration permit.

There is extensive public consultation involved in this process to ensure that property owners and stakeholders have the opportunity to participate in the development of the Plan.

As part of the 2020 Budget preparation, it was necessary to secure an accurate estimate, and Staff contacted Stantec for this purpose. Stantec provided Staff with a scope of work and cost estimate to prepare the HCD Plan for the Municipality of Kincardine. The scope of work would include the guidelines set out in the *Ontario Heritage Act* and the *Ontario Heritage Toolkit*.

Staff consider an exemption to the Procurement Policy appropriate for the following reasons:

- the acquisition of consulting services for the HCD Study in 2019 followed the Purchasing & Procurement Policy requirements with a Request for Proposals being issued;
- based on the review of proposals submitted for the HCD Study, Stantec was judged to be the preferred consultant;

- through the study phase of the project, Stantec has become familiar with the proposed HCD area and has met and worked with various stakeholders;
- a new heritage consultant at this stage would lead to additional costs for them to acquaint themselves with the study and the area in general;
- Staff and Council were very satisfied with Stantec in the delivery of their services for the Study portion of the project.

As such, Staff is recommending that Council exempt the acquisition of consulting services for the Heritage Conservation District Plan from Section 16 Requests for Proposals for Consulting Services of the Purchasing and Procurement Policy GG.2.17 and authorize proceeding under section 17 of the Policy to allow purchase by negotiation as the extension of the existing contract would prove more cost effective and beneficial.

### **Community Plan and Integrated Community Sustainability Plan (ICSP)**

**Considerations: Community Plan** – Preservation and promotion of Municipality's heritage and cultural diversity: Explore heritage districts to promote preservation for future generations.

**ICSP** – Designate and promote more features in the Municipality as heritage or cultural assets.

**Financial Implications:** \$70, 000 was put in the 2020 Capital Budget for the Phase II - Heritage Conservation District Plan. \$50,000 was for the development of the Plan and \$20,000 for registering the HCD on title for each property if the Plan is approved.

**Attachments:** N/A