

# Rural Municipality of Belfast

Mayor: Garth Gillis; Chief Administrative Officer: Bob Brooks; *Incorporated 1972*

## SPECIAL COUNCIL MEETING - AGENDA

Wednesday, July 14, 2021 at 7:00 PM

***Upstairs Hall, Wood Islands Village***

Council:	Mayor Garth Gillis (Chair)	Deputy Mayor Virginia Cooke
	Councillor Lynn Docherty	Councillor Billy Gamble
	Councillor Andy Henry	Councillor Mary Mecher-Carlson
	Councillor Joanne Vessey	
Administration:	CAO - Bob Brooks	Projects Coordinator - Jill Harris

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A Special Council Meeting for the Rural Municipality of Belfast (RMB) is called to Award the recent Tender/Request for Proposals (RFP) call, to the successful proponent. As per Special Council Meeting restrictions, a limited Agenda is presented as follows:

### Item      Order of Business

1. **Call to Order** – Special Council Meeting will be called to order at 7:00 PM
2. **Covid-19 Considerations** –
  - As per WIADC Meeting Room limitations; the number of attendees allowed for this Meeting is limited to 21 people maximum (**7 Council, 2 Admin, 12 General Public**).
  - Additional measures taken for this meeting include:
    - Tables and Chairs treated with a disinfectant;
    - Physical Distancing of approximately 6 feet between all participants;
    - Face Masks, Gloves and Bottled Water available, and
    - A Contact Tracing List is maintained (held by WIADC).
3. **Declarations of Conflict of Interest** – Do any Council members have a conflict of interest with any items on today's Agenda?
4. **Approval of Agenda** –

Moved by \_\_\_\_\_ and **Seconded** by \_\_\_\_\_ to approve the Special Council Agenda as presented.  
Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_ Result: \_\_\_\_\_
5. **Award to the Successful Firm of a Proposal Call for the development of an Official Community Plan and associated Development Bylaw** – The *Municipal Government Act* of Prince Edward Island (PEI), requires that all PEI Municipalities complete an Official Community Plan and the associated Development Bylaw.

During the 2019/2020 fiscal year, RMB successfully applied for Gas Tax Funding through the Canada/PEI Infrastructure Program and was authorized **\$50,000** for the Municipal Strategic Component (MSC) Project # 67.0; and **\$40,000** for the Notional Component Project # 31.2.8; on the condition that RMB contributed **10% (\$10,000)** to the overall project.

On June 1, 2021 RMB advertised a Tender/RFP call for qualified Community Planners to submit proposals for the development of a new (and very first) Official Community Plan, the associated Development Bylaw, and Supporting Documents for the administration of the Official Plan and Development Bylaw moving forward. That RFP call closed on July 8<sup>th</sup> at 12 NOON, with three Proposals received. On July 9<sup>th</sup> at 10:00 AM, the three Proposals were opened.

All three Proposals were reviewed by the RFP Review Team of Councillor Andy Henry and CAO Bob Brooks. RMB received Qualified Proposals from (in order of receipt):

- Fotenn Planning and Design
- Upland Planning and Design Inc.
- SJ Murphy Planning and Consulting

The RFP Review Team first read all three Proposals, then confirmed that all three Proposals met the RFP criteria, then discussed the pros and cons of all three submissions. Although it was immediately clear that one submission stood out above the rest for Professionalism, Time-lines and Price; the RFP Review Team also evaluated the lead Proponent through an RFP Scorecard Lens to make sure it met or exceeded all the Scorecard Requirements. Some of the Scorecard Requirements included:

- Experience, qualifications, communications skills,
- Resources and experience on completing similar work,
- Proven ability to meet timelines and budget,
- Technical Merit and understanding of the objectives,
- Project organization and work plan, and
- Fees and charges.

The RFP Review Team is recommending **Fotenn Planning and Design**, based on the:

- the Quality of the Submission and projected finished product;
- the Preferred Timeline for completion of this project (est. August 2022);
- a Price tag (\$42,067) that was approximately half of either of the other two Proponents; and
- an additional evaluation Scorecard Lens of 92/100 points.

**Moved by \_\_\_\_\_ and Seconded by \_\_\_\_\_ that Council award the **Official Community Plan and Development Bylaw Project to Fotenn Planning and Design** in the amount of **\$42,067.****

Votes for: \_\_\_\_\_ Votes against: \_\_\_\_\_ Result: \_\_\_\_\_

6. **Adjournment** – As there was no further business...

**Moved by \_\_\_\_\_ to adjourn the meeting at: \_\_\_\_\_ *PM***