

Rural Municipality of Belfast

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

SPECIAL COUNCIL MEETING - MINUTES

Wednesday, July 14, 2021 at 7:00 PM
Upstairs Hall, Wood Islands Village

In Attendance:

Council: Mayor Garth Gillis (Chair) Deputy Mayor Virginia Cooke (*regrets*)
Councillor Lynn Docherty Councillor Billy Gamble (*regrets*)
Councillor Andy Henry Councillor Mary Mecher-Carlson (*regrets*)
Councillor Joanne Vessey

Administration: CAO - Bob Brooks Projects Coordinator - Jill Harris

Quorum = 4/7 Council Members – Quorum is achieved for this meeting. All three absent Councillors notified the CAO in advance.

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

Item Order of Business

- Call to Order** – The Special Council Meeting was called to order at 7:06 PM by Mayor Garth Gillis.
- Covid-19 Considerations** – Mayor Gillis went over the usual Covid-19 considerations that RMB takes for its meetings.
- Declarations of Conflict of Interest** – There were no declarations of Conflict of Interest for this meeting.
- Approval of Agenda** –

 Moved by Councillor Henry and Seconded by Councillor Docherty to approve the Special Council Agenda as presented.
 Votes for: 3 Votes against: 0 Result: **Carried Unanimously**
- 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 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 8th at 12 NOON, with three Proposals received. On July 9th 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 + 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 recommended **Fotenn Planning + 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.

After some discussions and points of clarification, Council moved the following motion:

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

Votes for: 3 Votes against: 0 Result: **Carried Unanimously**

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

Moved by Councillor Henry to adjourn the meeting at: 7:26 PM.

Minutes Approved on: **August 18, 2021**

Signatures and Seal on File

Mayor – Garth Gillis

Signatures and Seal on File

CAO – Bob Brooks