



## Council Report

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**Report Number:** PLAN2022-081  
**Meeting Date:** December 13, 2022  
**Title:** Planning Services Contracts  
**Description:** Agreements for Third Party Planning Consulting Services  
**Author and Title:** Richard Holy, Director of Development Services

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### Recommendations:

**That** Report PLAN2022-081, **Planning Services Contracts**, be received.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

The Planning Division has been struggling for more than 18 months with recruitment. As a result of multiple vacancies, the Division had been operating with five vacant staff positions for several months and a minimum of two vacancies for more than a year. Despite the pandemic, the last two years have witnessed increased levels of interest in our community and application volumes have been very high. Needless to say, existing staff are over-worked and lack a work-life balance. Our customers are also suffering because our approval timeframes cannot keep pace with the rate that new applications are being submitted. The backlog is evident across all application types.

Although we have added a new staff position in 2022 to help with site plan approvals and related processes, that position was recently vacated. In order to alleviate these pressures, we are preparing to enter into planning services agreements to assist with the backlog of various types of planning applications.

This report discusses the planning services contracts being entered into by Staff for Council's information purposes.

## **Rationale:**

Staff have been working to negotiate the following four (4) sole source planning services contracts. The providers have been chosen as there is no conflict of interest and WSP Canada Inc. has been chosen because Jonathan Derworiz, a former City employee, has recently moved to this firm.

1. We have negotiated a contract with Bruce Stickney, a retired land use planner from Southwestern Ontario, for assistance with our backlog of consent applications. We estimate that this contract length to be 8-12 months.
2. We have negotiated a contract with WSP Inc. to retain Jonathan Derworiz to complete the Rural Zoning By-law Consolidation. Jonathan has been retained because he had carriage of the project during his tenure with the City. We estimate that this contract length to be approximately 7 months to allow for project completion in Q2 2023.
3. We have negotiated a second contract with WSP Inc. to retain Jonathan Derworiz to complete the Active Transportation Master Plan. Jonathan has been retained because he had carriage of the project during his tenure with the City. We estimate that this contract length to be approximately 13 months to allow for project completion in Q4 2023.

4. Finally, we have negotiated a third contract with WSP Inc. to assist with planning application review including some existing and new applications, including Official Plan amendment, zoning by-law amendment, draft plan of subdivision/condominium, and site plan applications. Jonathan Derworiz will continue his work on some of his former files and will supervise the work on new applications. Jonathan has been retained because of his knowledge of the City's planning processes during his tenure with the City. We estimate that this contract length to be approximately 13 months to allow for project completion in Q4 2023.

Staff would stress that these contracts are not meant to replace staff and will only be used as staffing vacancies persist. As the Division gets restaffed, our reliance on Contracts 1 & 4 will be phased out.

These contracts are being executed within the City's purchasing policies and can be entered into by Staff as they are under \$100,000.

### **Other Alternatives Considered:**

Staff could opt not to enter into these planning services contracts. This is not recommended as our application processing times would increase dramatically and the workload for staff wouldn't be manageable.

### **Alignment to Strategic Priorities:**

This report aligns in some respect with the strategic priorities within the 2020-2023 Kawartha Lakes Strategic Plan:

- An Exceptional Quality of Life: providing development for new residents within our community to enjoy.
- A Vibrant and Growing Economy: supporting development and economic growth.
- Good Government: taking the necessary steps to provide service levels expected by our ratepayers, developers and the legislation governing the processes.

### **Financial/Operation Impacts:**

The use of planning services contracts should only occur when staffing vacancies are present, and therefore salary and wages budget in the Planning Division will off-set the expenses.

**Consultations:**

Purchasing Department  
People Services  
CAO

**Attachments:**

N/A

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