



DEVELOPMENT SERVICES *Staff Report*

REPORT NO: DS-2025-05

TO: Council

SUBMITTED BY: Harold O’Krafka, MCIP RPP PLE
Director of Development Services

PREPARED BY: Andrew Martin, MCIP RPP
Manager of Planning and Economic Development

REVIEWED BY: Harold O’Krafka, Acting Chief Administrative Officer

DATE: May 26, 2025

SUBJECT: RFP 2025-12 – Consulting Services to prepare new Township of Wilmot Official Plan

RECOMMENDATION:

THAT Report DS 2025-05 be received for information, and

THAT Nethery Planning be awarded the contract to prepare the new Township of Wilmot Official Plan, for the price of \$419,925, excluding HST, and

THAT additional budget of \$225,000 be approved, as identified in the 2024 Capital Budget, the additional budget is funded \$162,000 from the Administration DC Reserve Fund (#6010) and \$63,000 from the Infrastructure Renewal Reserve Fund (#6125), and,

THAT Council authorize the Mayor and the Clerk to enter into an agreement with Nethery Planning for the preparation of a new Township of Wilmot Official Plan.

SUMMARY:

RFP 2025-12 was issued seeking consulting services to prepare the new Township of Wilmot Official Plan. Two submissions were received and based on the evaluation of standard

proposal criteria, the evaluation team recommends that the project be awarded to Nethery Planning.

BACKGROUND:

The Official Plan is the principal policy document to express the Township's goals and objectives for growth and development. It provides a land use planning framework to guide the physical, social, economic and environmental management and growth of the Township.

The current Township Official Plan was adopted in 2003 and approved in 2004. The plan was most recently updated in 2017 with approval occurring in 2019.

As of January 1, 2025 as a result of proclamation of Bill 23, More Homes Built Faster Act, 2022, the Township of Wilmot assumed the role of planning authority with the Region of Waterloo becoming an upper-tier municipality without planning responsibility. As such, the existing Regional Official Plan became the responsibility of the Township as it applies to lands within the Township of Wilmot.

The current Regional Official Plan was originally adopted in 2009 and came into effect in 2015. Seven amendments have been made to the document since its approval including Amendment 1 which implemented the 2017 amendment to the Township of Wilmot Official Plan and most recently Amendment Numbers 6 and 7 were approved in 2023 which affect the Township of Wilmot.

Regional Official Plan Amendment Number 6 and Bill 162, Get It Done Act, 2024, together added 185ha of lands to the Township Urban Area. The designation of those lands within the New Hamburg and Baden Urban Areas has not yet been incorporated within the Township Official Plan.

On April 3, 2025, the Township published a request for proposals seeking qualified firms/consultants to prepare a new Township Official Plan to replace the current Township Official Plan and Regional Official Plan.

REPORT:

On April 28, 2025 the Township received proposals from two consulting firms:

- J.L. Richards & Associates (Guelph)
- Nethery Planning (Dundas)

An internal evaluation committee, comprised of staff from Infrastructure Services and Development Services, reviewed and evaluated the proposals based on the following criteria:

- Corporate Experience
- Project Manager and Team
- Methodology
- References

- Cost proposal

Critical to the successful completion of this project is a thoroughly thought-out and planned project scope incorporating community and stakeholder engagement at the early stages and throughout development of the plan.

A detailed review of the submissions based on the first four criteria was initially completed, followed by an evaluation of the cost proposal to arrive at a final score for all submissions.

The selection team was impressed with the project team and its combined experience along with the detailed and thought-out methodology that Nethery Planning bring to the proposal. Based on final scoring and the detailed work plan within their proposal, Nethery Planning was selected as the preferred consultant.

The project will include background work related to housing needs, commercial and employment land needs, and infrastructure planning, it will evaluate agricultural policies and land uses to continue to support a thriving agricultural community, and it will include extensive engagement opportunities through all stages of the project. Staff are excited to work with the consulting team, Council and the community to create a well thought-out, cohesive, and sustainable made in Wilmot Official Plan.

Work is anticipated to commence immediately following award of the contract with a goal of completion by June 2026.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Prosperous Businesses & Balanced Growth

FINANCIAL CONSIDERATIONS:

This project funding is carried forward from several previously identified and Council approved projects. Council considered report DS 2023-12 on June 12, 2023 wherein it was identified that the 10 year capital budget for Development Services included a total of \$435,000 for Secondary Planning activities including \$210,000 in 2024 and \$125,000 in 2025 for Greenfield Land Use and Servicing Secondary Planning in Baden and New Hamburg as well as \$100,000 in 2024 for Baden and New Hamburg Urban Growth Centre Studies.

Proclamation of Bill 23 removed planning authority from the Region of Waterloo and transferred the authority to area municipalities as of January 1, 2025. Commencement of the growth and secondary planning processes were delayed in 2024 given direction from the Ministry of Municipal Affairs and Housing that the absorption of the Regional Official Plan into the Township Official Plan was to occur through the creation of a new official plan as opposed to comprehensive amendments to the existing plans.

The growth and secondary planning components, as such, have been consolidated into the process of preparing a new Township Official Plan. In this regard, 2024 funding of \$210,000 was carried forward, 2025 portion was not included for approval as part of the budget. As such, this report seeks approval of the balance of funding of \$225,000.

The proposal submitted by Nethery Planning is \$419,925, excluding HST. Costs net of the HST rebate will be \$427,315.68, falling within the total project budget.

ATTACHMENTS:

N/A