

Municipality of Chatham-Kent

Community Development

Planning Services

Information Report

To: Mayor and Members of Council

From: Gabriel Clarke, MES, BA, Manager, Growth & Sustainability

Date: June 6, 2022

Subject: Result of the Request for Proposal # R22-215 – A Framework for Woodlot Preservation

This report is for the information of Council.

Background

On April 26, 2021, Council passed a motion introducing a temporary clear-cutting bylaw and directing staff to launch a public engagement process to obtain input from the community on options to support the preservation of woodlots located on private properties.

On June 14, 2021, Administration launched a public engagement process and a communications and awareness building campaign to promote the engagement to the community. The results of the engagement were presented to Council at the August 23, 2021 Council meeting. At this meeting, Council directed the creation of the Natural Heritage Committee of the Whole (NHCOTW).

The NHCOTW held a series of meetings between November 2021 and March 2022, where it received a number of Information Reports on a variety of topics related to trees, forests and woodlots. In early 2022, the NHCOTW initiated deliberations to investigate options to support the preservation of woodlots located on private properties.

At the March 28, 2022 Council meeting, Council approved the following motion:

1. “Administration be directed to release a Request for Proposals (RFP) for consulting services of a facilitator for the purpose of:
 - a. Determining what further information needs to be gathered;
 - b. What further stakeholder engagement is needed, if any; and,
 - c. Preparation of a preservation framework recommendation,

regarding options to manage woodlots in Chatham-Kent, and that the RFP results be presented to Council for final approval, and that the costs associated with this project be funded from the Strategic Reserve.

2. Meetings and activities of the Natural Heritage Committee of the Whole be postponed until a consultant is retained, including the cancellation of its scheduled meetings of April 11, 2022 and May 16, 2022.”

The purpose of this Report is to communicate the results of the RFP process that was undertaken to fulfill Council’s Motion listed above.

Comments

Request for Proposal # R22-215 – A Framework for Woodlot Preservation

In response to Council’s Motion from March 28, 2022, Administration issued a Request for Proposal (RFP) to hire a third party consultant to recommend a woodlot preservation framework to the Municipal Council of Chatham-Kent, the scope of work requested is detailed in Appendix A.

The scope of work for the RFP included, and was limited to, the directions contained in the Motion passed by Council on March 28, 2022. The RFP noted that the consultant would be responsible for undertaking all major activities and to serve Council on the project going forward. The RFP contained four (4) major task that are summarized below:

Task #1: Project Start-Up

In Task #1, the consultant would be responsible for:

- Undertaking a process and document review using a three-pronged lens to review the fairness, accuracy and sufficiency of actions taken and documents produced to date;
- Identifying any additional information needs;
- Identifying any additional engagement needs; and,
- Authoring and presenting a project plan to Council for approval that would serve as a road map for the subsequent tasks.

Task #2: Further Information Needs

In this Task, the consultant would be responsible for leading any additional information gathering activities identified in the Council-approved project plan.

Task #3: Further Stakeholder Engagement

In Task #3, the consultant would lead any additional stakeholder engagement activities contained in the Council-approved project plan.

Task# 4: Woodlot Preservation Framework

The fourth and final Task required the consultant to develop recommendations for a woodlot preservation framework based on the results of the previous tasks and to present these recommendations to Council for approval.

RFP Bidding Period

The RFP was published on the Chatham-Kent www.bidsandtenders.ca page on April 21, 2022 for a three (3) week period which closed on May 12, 2022. The RFP document was accessed by seven (7) firms during this time. Municipal staff notified a number of firms about the opportunity to submit bids at the beginning of the bidding period, including Bryan Boyle and Associates, who was identified during the NHCOTW deliberations as a potential consultant for this work. A subsequent communication with Bryan Boyle and Associates confirmed that the firm elected not to submit a bid for this RFP. Ultimately, no qualifying bids were received for this RFP.

At this juncture, Administration have pursued Council's existing directions on the matter of woodlots located on private properties. Administration stands ready to take further action on the matter if so directed by Council.

Consultation

There was no consultation required in the preparation of this Report.

Financial Implications

There are no financial implications resulting from this Report.

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Bruce McAllister, RPP, MCIP, General Manager, Community Development

Attachment: Appendix A: Scope of Work in RFP# R22-215 A Framework for Woodlot Preservation