



## County of Brant Council Report

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**To:** The Mayor and Members of County of Brant Council  
**From:** Brandon Kortleve, Manager of Policy Planning  
**Date:** July 8<sup>th</sup>, 2025  
**Report #:** RPT-0278-25  
**Subject:** Award of DEV-RFP-25-01 – Development of a Community Planning Permit System  
**Purpose:** For Approval

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### **Recommendation**

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THAT Report RPT-0278-25 be received as information;  
AND THAT Council approve the award of the contract for DEV-RFP-25-01, for the development of a Community Planning Permit System, to Dillon Consulting Limited for the total price of \$252,848.00 (excluding HST).

### **Strategic Plan Priority**

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Strategic Priority 2 - Focused Growth and Infrastructure

### **Impacts and Mitigation**

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#### Social Impacts

A Community Planning Permit System (CPPS) can improve transparency and predictability in the planning process, enhancing trust among residents and developers. However, shifting decision-making to the front end may limit opportunities for public input on individual applications.

#### Environmental Impacts

The CPPS enables environmental policies to be built directly into the approval process, supporting sustainability and climate goals. Without careful design, though, it may reduce site-specific scrutiny and risk unintended impacts on sensitive areas.

#### Economic Impacts

There are sufficient funds in the 2025 budget for this project. The upfront costs for policy changes and training are included in this project (\$252,848.00). The project will investigate long-term efficiencies for staffing and processes to reduce administrative and legal expenses related to development applications. Clearer development standards will also create more certainty for developers, potentially encouraging investment in the municipality.

## Report

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### Background and Budget Context

As part of implementing the County's Official Plan, a Community Planning Permit System (CPPS) will be developed to replace the County's existing Zoning and Site Plan Control By-Laws. A Request for Proposal DEV-RFP-25-01 was issued for this project on March 28, 2025, and closed on May 2, 2025. Two firms submitted proposals: J.L Richards & Associates and Dillon Consulting Limited. In accordance with the County's Purchasing Policy ([By-Law 87-22](#)), proposals were evaluated based on criteria outlined in the request for proposal. The evaluation process involved a detailed review of qualifications, experience, project methodology, and pricing, and included interviews with both firms.

The evaluation committee consisted of the Director of Planning, Manager of Policy Planning, and Senior Environmental Planner, who assigned scoring based on the following weighted criteria:

Criteria	Weight
Qualifications and Experience	30%
Project Understanding, Approach and Delivery	35%
Proposal Presentation	10%
Total Cost	25%

Dillon Consulting Limited achieved the highest overall score with a bid price of \$252,848.00.

### Budget Considerations

This project will fulfil the Comprehensive Zoning By-law (DPE054), Design Guidelines (DPE051) and 2025 Heritage Conservation Districts (DPE053) capital projects. Full funding is available in the 2025 Capital Budget, with funding sources from both the tax levy and development charges.

### Summary and Recommendation

In accordance with the County's Purchasing By-Law, where the total of a procurement process exceeds \$250,000.00, then Council approval is required by resolution. This award represents a significant step forward in modernizing the County's planning framework and aligning development processes with long-term strategic goals.

Staff therefore recommend that the contract for DEV-RFP-25-01, to develop a Community Planning Permit System for the County of Brant, be awarded to Dillon Consulting Limited for the bid price of \$252,848.00 (excluding HST).

### Attachments

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None.

### Reviewed By

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Alysha Dyjach, General Manager of Development Services  
Jeremy Vink, Director of Planning

**Copied To**

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Heather Boyd, General Manager of Corporate Services  
Laura-Lynn Rouse, Purchaser

**By-law and/or Agreement**

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By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No