



DISTRICT OF COLDSTREAM MEMORANDUM

TO Mayor and Council **FILE NO.** 0360-21 & 6500-03

FROM Craig Broderick, MCIP **DATE** July 4, 2008
Director of Development
Services & Michelle Austin,
Planning Technician

SUBJECT Agricultural Area Plan – Hiring of a Consultant

Purpose

To obtain direction from Council as to which consultant to retain to complete the Agricultural Area Plan.

Origin

The District of Coldstream Purchasing Policy No. TD006 requires Council approval for purchases over \$30,000.00.

Background/Discussion

An advertisement requesting proposals for completion of the Agricultural Area Plan was published in the Vernon Morning Star May 18, 2008, May 21, 2008, and May 23, 2008. The advertisement was also posted on the District of Coldstream Website and the CivicInfo BC Website.

The closing date for "Request for Proposals" was June 13, 2008. Five (5) proposal submissions were received from the following consultants:

Consultant	Budget
Don Cameron Associates	\$45, 830 (includes GST)
Masselink Environmental Design	\$45,659.00 (includes GST)
Peter Scholz	\$38,000.00 (does not include GST)
TRUE Consulting Group	\$42,550.00 (does not include GST, media advertising, rental charges for meeting rooms, some printing costs)
Zbeetnoff Agro-Environmental Consulting	\$45, 281.00 fixed (includes GST)

The consultant proposals have been attached for reference.

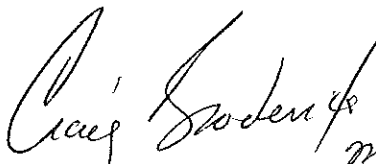
A total of \$43,500.00 has been secured for the project: \$10,000.00 from the Ministry of Agriculture and Lands, \$13,500.00 from the Agriculture Investment Foundation, and \$20,000.00 from the District of Coldstream.

On July 2, 2008, the first Agriculture Advisory Committee (AAC) meeting was held. The primary focus of the meeting was to review the above-noted consultant proposals and recommend to Council a consultant to complete the Agricultural Area Plan.

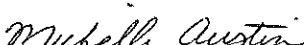
Among the AAC members, the top three picks were TRUE Consulting Group, Zbeetnoff Agro-Environmental Consulting, and Don Cameron Associates. The top two selections were TRUE Consulting Group and Zbeetnoff Agro-Environmental Consulting. Through a process of discussion and elimination, the ACC finally selected TRUE Consulting Group as the top choice.

Recommendation

THAT Council endorse staff to hire TRUE Consulting Group to complete the Agricultural Area Plan.



Submitted by Craig Broderick, MCIP
Director of Development Services &
Michelle Austin, Planning Technician



Reviewed by Wendy Kay
Chief Administrative Officer

Attachments