



STAFF REPORT

TO: Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: February 9, 2022

SUBJECT: **2022 Boundary Review Options**

ORIGIN

Requirement to complete a municipal boundary review by the end of 2022.

BACKGROUND

The objective is to review the current governance structure in the Municipality of Shelburne, and to provide options identifying the number of elected officials for the Municipality as well as the number and location of municipal districts. This review would include public consultations, meetings with Council and submission of recommended options to the NS Utility and Review Board in the 2022 calendar year.

DISCUSSION

There are two options to carry out this mandatory requirement:

1. Hire a consultant. This process would include posting an RFP for services to complete the entire review from start to finish. This option would provide consistency of one project lead as well as having all the services required to undertake the review and knowledge of this specific process. Based on research this option could cost anywhere from \$10,000 to \$25,000.
2. Appoint municipal staff. This process would include creating a Boundary Review Team from our existing staff as one staff member does not have the time or resources to complete on their own. This option would be the Director of Economic Development (planning and community consultation) and Director of Corporate Services (administration) as co-leads on the project with the Manager of Inspection Services (mapping) acting as a staff resource. The Municipality does not currently have a GIS system or staff so that piece of the project would need to be outsourced at a cost of up to \$10,000. This option would not

have the consistency of a consultant and would require other projects, daily tasks and staff requirements to be adjusted for all three staff members.

It should be noted that future boundary reviews could be conducted by the Regional Planning team if the municipal units involved move forward with a regional planning model.

RECOMMENDATION

This report is for information only and to provide direction to staff. No motion is required at this time.

NEXT STEPS

Staff are recommending that Council provide direction to post an RFP for consultant services to better gauge the costs of such services for a municipal unit our size. If the RFP comes in at the lower end of the budget it would likely be staff's recommendation that the municipality hire a consultant for this project, since the GIS person in the municipal staff completing this project scenario could be similar in price. If the RFP comes in at the higher end of the budget staff can provide a more detailed report with a higher level of analysis to weigh out the options, so Council can make an informed decision.

Posting the RFP right away with a deadline of the end of February, means staff can prepare a staff report and Council can make the decision at a meeting in March. This would leave nine months to complete the project by either a consultant or staff.