

The Corporation of the City of London

Invitation for Informal Quote to Undertake the Consultation and Preparation of the Environmental Management Guidelines (2007) Update for the City of London

1.0 Introduction – Goals and Objectives

Goal

The City of London (herein after referred to as the City) is seeking qualified consultants to design and complete an update to the current version of Environmental Management Guidelines (EMGs). The goal of the update is to clarify the existing guidelines and standards, propose new guidelines and standards where appropriate, and to align the guideline with the updated Provincial Policy Statement (2014) and with London's new Official Plan, the London Plan (2016). Consideration should also be given to the draft 2019 Provincial Policy Statement, currently not in force.

The Provincial Policy Statement (2014) in policy 4.14 and 4.15 encourages municipalities to; “identify performance indicators for measuring the effectiveness of some or all of the policies. The Province shall monitor their implementation, including reviewing performance indicators concurrent with any review of this Provincial Policy Statement. Municipalities are encouraged to establish performance indicators to monitor the implementation of the policies in their official plans.”

The London Plan states in policy 1423_ “The City may prepare environmental management guidelines setting out in more detail the requirements of environmental studies for development and site alteration. Environmental studies are the means by which the City establishes the precise boundaries of natural features and areas and the significant ecological functions within them. They also assess the potential impacts of development and site alteration on the Natural Heritage System and on their adjacent lands, and are required prior to the approval of development to prevent negative impacts on the Natural Heritage System, and to demonstrate that there will be no negative impacts on the natural heritage features and areas or their ecological functions.”

Additionally, London Plan policy 1424_ states “These guidelines shall be updated as required to reflect changes to provincial policy and technical documents and to reflect improvements in scientific knowledge regarding natural features and ecological functions.”

The EMGs provide direction regarding the standards, procedures and requirements for preparing environmental reports and studies that may be required to evaluate planning applications, municipal infrastructure projects, Conservation Master Plans, Secondary Plans, Area Plans, Subject Land Status Reports, Environmental Assessments or Environmental Impact Studies.

Updating the EMGs will ensure that there is a consistent approach in the preparation of environmental studies that may be required to establish boundaries of natural heritage features, assess the potential impacts of development and site alteration on the Natural Heritage System, and identify protection, mitigation, and compensation measures that may be needed to protect Natural Heritage Features and functions.

Objective

The objective of the study is to undertake a document review and update of the EMGs (2007) to identify relevant processes and reference documents, identify data gaps, and to improve the usability of the EMGs as a tool that sets out the requirements for the preparation of environmental studies that may be required to implement the London Plan and other approved provincial policies and legislation.

2.0 Background - Current Environmental Management Guidelines

Improving the usability and effectiveness of the City's EMGs will ensure the City's Natural Heritage System is identified, the impacts of development are assessed, and the identified natural heritage features and functions are protected over the long-term as required by the Provincial Policy Statement and the City's Official Plan. The EMGs are tools to implement existing policy and do not replace or supersede these policies. Revision of these approved policies will not be considered as part of this update.

The current version of the EMGs was approved by Council in 2007 and is available on the City's website in this link. The EMGs update process will consider the recommendations of the EIS Performance Monitoring Study that included engagement with the London Development Institute (LDI) and Environmental and Ecological Planning Advisory Committee (EEPAC). A link to the Planning and Environment Committee staff report (August 26, 2014), and study can be found here.

3.0 Scope of Work

3.1 Review Background Documents to Identify Data Gaps and Updated Policy Documents

The consultant will assemble a background review, taking into consideration all relevant background reference documents (and comments received on the current version of the EMGs) including but not limited to:

- Provincial Policy Statement (2014)
- Draft Provincial Policy Statement (2019)
- The London Plan (2016) – the City of London's new Official Plan has been Council adopted and approved by the Minister of Municipal Affairs and Housing. More than 80% of the plan is in force and effect. Portions of The London Plan are currently under appeal before the Local Planning Appeal Tribunal (formerly the Ontario Municipal Board), and until those appeals are resolved the previous Official Plan (1989) also remains in effect.
- The City of London Official Plan (1989) – portions of the 1989 Official Plan remain in effect until the appeals process is resolved.
- The City of London (2017). *London Invasive Plant Management Strategy*.
- Ontario Ministry of Natural Resources and Forestry (2010). *Natural Heritage Reference Manual 2nd edition (March 2010)*.
- Environment Canada (2013). *How Much Habitat is Enough? Third Edition*. Environment Canada, Toronto, Ontario.
- Ontario Ministry of Natural Resources and Forestry (2015). *Significant Wildlife Habitat Ecoregional Criteria Schedules: Ecoregion 7E*.
- Ontario Ministry of Natural Resources and Forestry (2014). *Significant Wildlife Habitat Mitigation Support Tool*.

- Ontario Ministry of Natural Resources and Forestry (2014). *Significant Wildlife Habitat Mitigation Support Tool Version 2014*. Southern Region Resources Section, Peterborough, Ontario.
- Oldham, M. J., Carolinian Canada and Ontario Ministry of Natural Resources and Forestry (2017). *List of the Vascular Plants of Ontario's Carolinian Zone (Ecoregion 7E)*.
- Beacon Environmental Ltd. (2014). *Environmental Impact Study (EIS) Performance Evaluation for the City of London*.
- Environmental and Ecological Planning Advisory Committee (EEPAC) (2019). *A Wetland Conservation Strategy for London: A Discussion Paper on Best Practices*. EEPAC, London, Ontario.
- Other Secondary Source literature – should be used to support a robust mitigation and restoration strategy.
- Existing references used in the Current EMG (2007) document

3.2 Consultation

Consultation with external resource groups (stakeholder and community groups) and First Nations will be completed throughout the update process.

As the EMGs are tools to implement existing policy and do not replace or supersede these policies, the specifics of the EMGs that are included in such policies will not be part of this consultation process.

External Resources

External resource groups that will be included as part of the consultation for this project include:

- Environmental and Ecological Planning Advisory Committee
- Advisory Committee on the Environment
- Upper Thames River Conservation Authority
- Lower Thames Valley Conservation Authority
- Kettle Creek Conservation Authority
- The Urban League of London
- The London Development Institute
- London Home Builders Association
- Nature London

First Nations Consultation

First Nation communities will be invited to engage in all stages of the EMGs update; Pre-consultation, Phase 1 and Phase 2. Pre-consultation will guide the project engagement process and establish the desired on-going consultation with First Nations communities. Community engagement requirements will be included in the revised EMGs at the direction and desire of the communities.

To foster consistent inclusion of communities related to environmental planning and approval initiatives the City of London proposes to develop engagement standards with the communities to include in the EMGs update. These standards could consist of consultation during the initial EIS project stages for development projects that have not involved prior consultation, as typically completed during the EA process. Inclusion throughout the study process and during

post construction monitoring as appropriate will also be explored during the EMGs revision in collaboration with the communities.

The Provincial Policy Statement (2014) in policy 1.2.2; *'Planning authorities are encouraged to coordinate planning matters with Aboriginal communities.'*

First Nations that will be included as part of the consultation for this project include:

- Chippewas of the Thames First Nation
- Munsee-Delaware Nation
- Oneida Nation of the Thames

Pre-consultation: The City of London

Initial project initiation with external resources and First Nations will be undertaken by the City of London to establish a clear engagement process.

A presentation at EEPAC will be completed by City staff during this stage to introduce the project and consultation process. All external resources and First Nations will be invited to attend this project initiation presentation and engage in the process from the outset.

The City of London will circulate the ToR to the external resource groups and First Nations for comment. Comments from this initial consultation stage will be considered in the revision of the ToR prior to retaining a consultant and will guide the consultation process throughout.

Comments on the existing EMGs document and how this policy tool can be improved or revised will be invited and gathered during this initial stage. Given the potential for a high volume of responses, an excel spreadsheet matrix will be circulated to organize comments. Responses will be completed in subsequent project phases. These initial comments will be considered in the revision of the Terms of Reference and circulated to the retained consultant during Phase 1 of the project.

Phase 1: Project Initiation, Background Review and Draft Preparation

Phase 1 will begin with a project kickoff meeting between the consultant and the City of London. The consultant will be responsible for circulating meeting minutes.

The City of London will circulate the comments gathered during the Pre-consultation Phase to the retained consultant as part of the background review. Comments will be addressed within the spreadsheet and circulated to the external resource groups and First Nations. Consolidated comments will be circulated to all engaged external resource groups and First Nations.

The consultant will be responsible for up to two meetings per external resource group or First Nation band during Phase 1 of the consultation process. The consultant will be responsible for meeting minutes.

Based on the review of the background materials identified in Section 3.1 and in consultation with the City of London's Ecologist Planners, the consultant will complete the first revision of the EMGs, considering the initial comments provided by external resource groups and First Nations on suggested EMGs revisions.

A presentation at EEPAC will be completed by the consultant during this stage to present the initial draft of the revised EMGs. All external resource groups and First Nations will be invited to attend this presentation and engage in the process. The revised EMGs document will be circulated to all external resource groups and First Nations in coordination with this presentation for review and comment.

Phase 2: Draft Review, Comment Resolution

The consultant will be responsible for up to two meetings per external resource group and First Nation band during Phase 2 of the consultation process. These meetings will work to review and resolve comments provided by the external resource groups and First Nations and explain comment responses. The retained consultant will be responsible for circulating meeting minutes to the City of London and the involved external resource groups and First Nations for the meetings. The consultant will accept one round of comments from all external resource groups and First Nations within the EMGs comment spreadsheet in response to the draft EMGs.

Based on comment resolution completed within the EMGs comment spreadsheet and during the external resource groups and First Nations meetings, the consultant will revise the EMGs draft. The City of London and consultant will resolve any outstanding comments and finalize the EMGs document for presentation at EEPAC and Planning and Environment Committee (PEC). The consultant will be responsible for presenting to EEPAC and PEC.

All external resource group and First Nation feedback will be considered throughout the process, however, all comments may not be incorporated in the final draft recommended to Council.

3.3 Revise the Environmental Management Guidelines

Section specific updates will be completed to align with the aforementioned background documents and policies. This update will confirm and update the existing EMGs sections, assessing if those sections are necessary and if any additional sections or deletions are warranted. During the update for the 2020 EMGs, the current 2007 EMGs remain in full force and effect.

1. **Guidelines for the Preparation and Review of Environmental Impact Statements (EIS)**
2. **Data Collection Standards for Ecological Inventory**
3. **Guideline Documents for Environmentally Significant Areas Identification, Evaluation and Boundary Delineation**
4. **Guideline Document for the Evaluation of Ecologically Significant Woodlands**
5. **Guidelines for Determining Setbacks and Ecological Buffers**
6. **Guide to Plant Selection for Natural Heritage Areas and Buffers**

4.0 Summary of Deliverables

The process to update the EMGs for the City of London will include:

1. Development of updated draft EMGs and a “final” EMGs in consultation with the Ecologist Planners, external resource groups and First Nations based on municipal, provincial and federal policies. Use of secondary sources where appropriate to develop

robust policies and procedures that foster the identification, protection and restoration of the Natural Heritage System in the City of London.

2. Responses to written comments.
3. Minutes of all meetings.
4. Attend, present (prepare slideshow) and answer questions on the updated EMGs at an EEPAC meeting
5. Attend, present (prepare slideshow) and answer questions on the updated EMGs to London City Council at a future Planning and Environment Committee Meeting.

5.0 Timeline

Pre-consultation (August 1 – November 1, 2019):

August 1, 2019 – Circulate Terms of Reference, EMGs initial comment matrix and EEPAC presentation invitation to external resource groups and First Nations

August 15, 2019 – City of London project initiation presentation at EEPAC

September 19, 2019 – External resource groups and First Nations response deadline for ToR and comments on the 2007 version of the EMGs

September 27, 2019 – City of London to revise the ToR for bid circulation

October 4, 2019 – ToR circulated and invitation to bid sent out

October 18, 2019 – Deadline for Bid Submission

November 1, 2019 – Project Award to Successful Bidder

Phase 1 – Background Review and Draft Development (November 15, 2019 – May 21, 2020):

November 15, 2019 – Kick-off Meeting between successful bidder and the City of London

November 22, 2019 – Begin engaging external resource groups and First Nations (via email with up to two meetings per group)

December 20, 2019 – Background review and address initial EMGs comments. Circulate consolidated comments to engaged external resource groups and First Nations

April 16, 2020 – EEPAC presentation and circulation of the updated Draft EMGs for comment

May 21, 2020 – Deadline to receive comments on the Draft EMGs from external resource groups and First Nations

Phase 2 – Draft Revision and Planning and Environment Committee Presentation (June 1 – July 27, 2020):

June 1, 2020 – Begin external resource group consultation on the Draft EMGs (up to two per group)

July 10, 2020 – Final Version of Revised EMGs circulated

July 27, 2020 – Consultant Presentation of Final EMGs at Planning and Environment Committee