

Report to Planning and Environment Committee

To: Chair and Members, Planning & Environment Committee
From: Scott Mathers, MPA, P.Eng.,
Deputy City Manager, Planning and Economic
Development
Subject: Single Source Procurement of Consultant for an update to the
Site Plan Control By-Law and Manual
Date: April 25, 2022

Recommendation

That, on the recommendation of the Director, Planning and Development, the following actions **BE TAKEN** with respect to the award of contracts through Single Source procurement requiring Committee and City Council approval for awards greater than \$50,000:

- A. A Single Source Procurement in accordance with section 14.4(e) of the Procurement of Goods and Services Policy **BE AWARDED** to SvN Architects + Planners in collaboration with HDR to conduct consulting services for the City of London to update the Site Plan Control By-law and Manual at a cost of up to \$153,235.00 (excluding HST).
- B. The financing for this project **BE APPROVED** as set out in the Sources of Financing Report attached, hereto, as Appendix 'A'

Executive Summary

The Site Plan Control By-law (SPCB) was created to designate a site plan control area and to delegate Council's power under Section 41 of the *Planning Act*. The whole of the City of London is designated as a site plan control area. The SPCB is intended to guide and shape development within the City and as a tool to guide both development applications and the development review process.

Provisions have been identified in the current SPCB that are outdated and no longer in conformity with site and building design policies of The London Plan. Undertaking this update to the SPCB will allow the project team to identify and address such inefficiencies, implement measures for high quality development, and to improve the overall development application process. The update to the SPCB is intended to benefit public stakeholders, including the development community and applicants, as well as internal stakeholders that will be implementing the SPCB.

Linkage to the Corporate Strategic Plan

Council's 2019 to 2023 Strategic Plan for the City of London identifies "Leading in Public Service" as a strategic area of focus. This includes increasing the efficiency and effectiveness of service delivery by conducting targeted service reviews and promoting and strengthening continuous improvement practices.

The London Plan and ReThink Zoning

The update to the SPCB and Manual will review and incorporate policies from The London Plan and specifically the City Building Policies to ensure the SPCB and Manual better align with The London Plan policies. Certain site matters that may be better implemented through the Zoning By-law will also be identified for consideration through the ReThink Zoning project.

Other City Documents

The following documents will be reviewed to ensure that they are not conflicting with the SPCB and incorporate any modifications or new regulations/guidelines to the update:

- (a) Design Specifications and Requirements Manual
- (b) Climate Emergency Action Plan
- (c) Draft Urban Design Guidelines
- (d) Other applicable City documents as may be identified

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

February 15, 2022 - Overview of the new Streamline Development Approval Fund and seeking direction to enter into the Ontario Transfer Payment Agreement between Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing (the “Province”) and The Corporation of the City of London (the “Recipient”).

1.2 Streamline Development Approval Fund

In January 2022, the Province of Ontario held an Ontario Housing Affordability Summit. On January 19, 2022, the Province of Ontario announced an investment of \$45 million in a new Streamline Development Approval Fund to help Ontario’s 39 largest municipalities implement actions to unlock housing supply by streamlining, digitizing, and modernizing their approach to managing and approving applications for residential developments. The fund can also be used to support diversity internship programs within planning and building departments.

The City of London is eligible to receive up to \$1,750,000 through the Streamline Development Approval Fund to implement streamlining development approval initiatives such as e-permitting systems, temporary staff (including interns) to address backlogs, online application portals, and other projects aimed at unlocking housing supply.

On February 7, 2022, London received the Transfer Payment Agreement and high-level program guidelines for this program. The agreement has been executed. Eligible expenses financed through this funding must be incurred between January 19, 2022, and February 28, 2023, the project completion date. Municipalities are required to provide details of their project(s) in an interim report due April 22, 2022. The final report on the use of this funding is due February 28, 2023 and must include a publicly posted staff report.

2.0 Discussion and Considerations

2.1 Overview of the Project

The purpose of updating the Site Plan Control By-law is to provide a current document that better represents The London Plan and assists with the submission and review of development applications. The objectives of updating the Site Plan Control By-law include:

- Ensure the SPCB is up to date and aligns with current guidelines, regulations, and best practices.
- Incorporate the policies of The London Plan, particularly the City Building Policies which influence site design and development.
- Provide information that assists with development application process.

The document can be utilized by the development community, members of the public, and various City departments in the submission and review of development proposals. The update will help to streamline the development review process and incorporate policies of The London Plan and other applicable City documents. It will also set better expectations for the development community to ensure appropriate development proposals. The new SPCB will incorporate both regulatory and guideline or performance-based standards for site development.

A Project Resource Team will be available consisting of City staff and commenting agencies including, but not limited to, the following areas of expertise: development planning, landscape architecture, parks planning, engineering, transportation, ecology, heritage, and the conservation authorities.

Consultation on the draft SPCB will occur with the following groups: Building Development Liaison Forum, London Area Planning Consultants, London Society of Architects, London Home Builders' Association, London Development Institute. Possible consultation with City Advisory Committee(s) or other stakeholder groups as identified during the project.

2.2 Procurement Process

Based on the opportunity and the parameters (including deadlines) set out in Streamline Development Approval Fund, Civic Administration is recommending a single source contract award for the proposed consulting engagement, in accordance with the City's Procurement Policy 14.4 (e). The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise, or experience.

This is based on the following rationale:

- The team assembled by SvN Architects + Planners in collaboration with HDR has qualifications, competencies and expertise conducting and facilitating related continuous improvement process reviews as well as a productive and collaborative rapport with internal stakeholders.
- SvN Architects + Planners in collaboration with HDR possesses a clear understanding of the business requirements and deliverables of this project, which will enable the City to meet the requirements of the Streamline Development Approval Fund, including the project completion deadline of February 2023.

3.0 Financial Impact/Considerations

There is no financial impact to the City of London to award the consulting services for this project. This project will be 100% funded by the Province of Ontario through the \$1,750,000 granted through the Streamline Development Approval Fund.

Conclusion

This report recommends that the City of London enter into a Purchase of Service Agreement with SvN Architects + Planners in collaboration with HDR to provide an update to the Site Plan Control By-law and Manual.

Prepared by: **Amanda Lockwood**
Urban Designer, Planning & Development

Reviewed by: **Heather McNeely**
Manager, Current Development

Recommended by: **Gregg Barrett, AICP**
Director, Planning and Development

Submitted by: **Scott Mathers, MPA, P. Eng.**
Deputy City Manager,
Planning and Economic Development

Attach: Appendix A – Source of Financing

cc: Jana Kelemen, Manager, Urban Design and Heritage
cc: Michael Pease, Manager, Development Planning (Site Plans)

Appendix "A"

#22059

April 25, 2022
(Appoint Consultant)

Chair and Members
Planning and Environment Committee

RE: Single Source Procurement of Consultant
Update to the Site Plan Control By-law and Manual
(Subledger NT22GG05)
Capital Project PD1024 - Streamline Development Approval Fund
SvN Architects + Planners in collaboration with HDR - \$153,235 (excluding HST)

Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this purchase can be accommodated within the financing available for it in the Capital Budget, and that, subject to the approval of the recommendation of the Deputy City Manager, Planning and Economic Development the detailed source of financing for this purchase is:

Estimated Expenditures	Approved Budget	Committed To Date	This Submission	Balance for Future Work
Consulting	1,750,000	454,104	155,932	1,139,964
Total Expenditures	\$1,750,000	\$454,104	\$155,932	\$1,139,964
Sources of Financing				
Provincial Grant - Streamline Development Approval Fund	1,750,000	454,104	155,932	1,139,964
Total Financing	\$1,750,000	\$454,104	\$155,932	\$1,139,964

Financial Note:

Contract Price	\$153,235
Add: HST @13%	19,921
Total Contract Price Including Taxes	173,156
Less: HST Rebate	-17,224
Net Contract Price	\$155,932

Alan Dunbar
Manager of Financial Planning & Policy

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