



Alternative formats and communication supports available upon request. Please contact accessibility@brantford.ca or 519-759-4150 for assistance.

Date September 8, 2022 **Report No.** 2022-626

To Brian Hutchings
Chief Administrative Officer

From Heidi de Vries, GM - People Legislative Services and Planning

1.0 Type of Report

Restricted Acts after Nomination Day [X]

This report is being presented under the following applicable section(s) of **City of Brantford By-law 97-2022, being a By-law to Delegate Authority to the Chief Administrative Officer for Restricted Acts During "Lame Duck"**:

- () a) The hiring or dismissal of any employee of the Municipality that is not an officer of the Municipality as per The Municipal Act, 2001.
- (X) b) The making of any expenditures or incurring any other liability which exceeds \$50,000 that has not already received budgeted approval for.
- () c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.

2.0 Topic **Appendix C Sole Source Award to SGL Planning and Design Inc., -DAP Implementation Project**

3.0 Recommendation

- A. THAT the non-competitive procurement, pursuant to the City's Purchasing Policy, s. 4.02 (g), with SGL Planning and Design Inc. ("SGL") for consulting services to undertake the creation of a Development Approvals Manual and Site Plan Manual updates BE APPROVED to an upset limit of \$150,000.

4.0 Background

In February 2022, Council approved a recommendation by staff (via Report 2022-155) to enter into a Transfer Payment Agreement (TPA) with the Province of Ontario for \$1.7M in funding to assist the City with streamlining the development approvals process. In accordance with the TPA, on April 20, 2022 staff submitted a detailed Implementation Work Plan to the Province for approval. The work plan included detailed project descriptions, estimated costs and timelines for completion. In total, staff submitted 12 projects/initiatives totaling an estimated \$1.67M in project costs. The Implementation Work Plan was approved by the Province on June 6, 2022.

As part of the Implementation Work Plan, staff identified the need for the creation of a standardized approach to construction approvals through internal standard operating procedures and a front-facing development manual to assist developers as they prepare development applications. The creation and use of a development manual will set the City's expectations with respect to development standards and will assist with the on-going DAP Implementation across the Corporation.

5.0 Analysis

Staff received a proposed work plan and project budget from SGL to complete the Development Modules/Creation of Standard Operation Procedures (SOPs) project and Site Plan Manual updates, as per the approved Provincially approved DAP Implementation Work Plan, attached as Appendix A.

City staff forecasted this project to be approximately \$100,000 however the quote has come in at \$146,000. The increase can be accommodated within the overall funding provided through the Transfer Payment Agreement with the Province.

There is clear benefit to the municipality to retain SGL to undertake this work. This project is an extension of the on-going work with SGL to overhaul our overarching policies, zoning regulations, and builds upon this work to create development standards for construction which aligns with our current policy and development provisions. SGL will also retain GM Blue plan to work closely with the city's Development Engineering staff to create the new Development Manual. GM Blue Plan was the lead consultant for the two previous Master Servicing Plans and the creation of the Linear and Vertical Design Standards implemented under Engineering Services and do not represent any members of the Development Community in this area. Also, GM Blue Plan was also

previously retained as a sub-consultant on the City's new Official Plan project under SGL. SGL is also the lead consultant on the on-going new Zoning Bylaw project. As such, there is a clear advantage in terms of background knowledge that both professional firms will bring forward to complete this project within the tight timelines associated with the Provincial funding. Taking into considering these timelines, as well as the expertise required, a traditional request for proposals for this project is not feasible.


6.0 Financial Implications

Eligible expenses incurred through the Provincial funding must be incurred between now and February 2023. This project will be funded entirely by the Transfer Payment Agreement.

7.0 Conclusion

This Report recommends that the CAO exercise his delegated authority to approve the non-competitive procurement of SGL Planning and Design to complete Development Modules/Creation of Standard Operation Procedures (SOPs) project and Site Plan Manual updates, as per the Provincially approved DAP Implementation Work Plan. This project will be fully funded by the Transfer Payment Agreement and supports staff's on-going efforts to streamline the City's development approvals process.

Given the current municipal election and the City now being within a Restrictive Acts period, coupled with the tight timelines associated with the provincial funding, undertaking a traditional Request for Proposal to complete this project is not feasible.



Heidi de Vries
GM, People, Legislated Services & Planning

Prepared By:

Nicole Wilmot, Chief Planner & Director of Planning and Development Services

Attachments: None

Copy to: N/A

In adopting this report, is a by-law or agreement required? If so, it should be referenced in the recommendation section.

By-law required ☐ yes ☒ no

Agreement(s) or other documents to be signed by Mayor and/or City Clerk ☐ yes ☒ no

Is the necessary by-law or agreement being sent concurrently to Council? ☐ yes ☒ no