



SUBJECT: Alternative procurement process: scoped re-examination of the adopted Official Plan

TO: Planning and Development Committee

FROM: Department of City Building - Planning Building and Culture

Report Number:PB-42-19

Wards Affected:All

File Numbers:505-08

Date to Committee:April 2, 2019

Date to Council:April 23, 2019

Recommendation:

Delegate authority to the City Manager in conjunction with the Director of Finance, the ability to single source or sole source work for the scoped re-examination of the adopted Official Plan that may exceed \$100,000.

Purpose:

The purpose of this report is to recommend an alternative procurement approach for awarding the work related to the scoped re-examination of the adopted Official Plan.

Background and Discussion:

On February 7, 2019 City Council approved the following motion:

Direct the Director of City Building to immediately commence a process to re-examine the policies of the Official Plan adopted April 26, 2018 in their entirety related to matters of height and intensity and conformity with provincial density targets

Further to this staff direction a Council Workshop was held on March 18, 2019 with the purpose of informing the timing and scope of the work plan related to the motion above.

While a subsequent report will be brought to Council to describe the work plan and process related to the scope of work, the workshop culminated in clarity on the timing for the work.

General support was received through the Council workshop to ensure completion of the project within one year, or less. Targeting completion of the OP project within one year is important for three reasons:

1. The Region's Official Plan Review is scheduled to be completed in Q3 of 2020, upon which Burlington's Official Plan would need to be reviewed in its entirety to address conformity to the new Regional Plan.
2. The new Official Plan remains at the Region for approval, and is being reviewed to address conformity issues to the Regional Plan. The Region has indicated that any additional modifications requested by Council must be incorporated within a year.
3. The Interim Control Bylaw study will amend policies in the existing in force and effect Official Plan and is targeted for completion in March 2020. The new Official Plan will also need to incorporate any key direction from that study and as a result the two project processes must be aligned.

Further changes may be proposed at the provincial level in the coming months including potential amendments to the planning act, provincial policy statement and further amendments to the Growth Plan. Changes beyond the City's control have the potential to trigger the need for additional review and may have potential impact to timing and resources.

Given the need to proceed expeditiously with the work related to the identified scope of the re-examination of the adopted Official Plan, this report recommends that the City Manager be delegated the authority for single or sole source the required work should the value exceed \$100,000.

Options considered

The standard procurement process timelines would impact the ability to complete the scope of the work within the one year timeframe.

Financial Matters:

Funding of \$600,000 from the Policy Initiatives reserve fund was approved as part of the 2019 budget for OP related initiatives to cover a number of related studies such as the scoped re-examination of the adopted Official Plan. A future report will describe the workplan and process related to the scope of work.

Connections:

The scoped re-examination of the adopted Official Plan is expected to occur concurrently to the Interim Control Bylaw Study to ensure alignment between the two projects.

Public Engagement Matters:

A public engagement plan to support the scoped re-examination of the adopted Official Plan will be provided when staff provides a proposed scope of work.

Conclusion:

The adopted Official Plan is related to a variety of other processes and projects. In order to support the delivery of the scoped re-examination of the adopted Official Plan workplan within the 1 year timeframe, an alternative procurement approach will be required.

Respectfully submitted,

Heather MacDonald
Director of City Building
905-335-7600 x7630

Notifications:

Curt Benson, Region of Halton

Report Approval:

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.