



Staff Report for Committee of the Whole Meeting

Date of Meeting: October 2, 2019

Report Number: SRPRS.19.053 – Referred to the November 20, 2019 Council meeting

Department: Planning and Regulatory Services

Division: Policy Planning

Subject: Official Plan Update

Purpose:

To seek Council endorsement to initiate the review and update of the Official Plan in alignment with other related City studies and initiatives.

Recommendation(s):

- a) That Staff Report SRPRS.19.053 be received;
- b) That the Business Case provided in Attachment 1 for staffing and consulting resources to support the Official Plan update as identified in SRPRS.19.053 be approved and funded from the General Government DC Reserve Fund (90%) and Cash to Capital Reserve Fund (10%);
- c) That the contract for the provision of consultation services throughout the Official Plan update process, including consultation related to the Yonge and Bernard Secondary Plan, be awarded non-competitively to LURA Consulting for a cost not exceeding \$200,000 (exclusive of taxes) pursuant to Appendix "B" Part 2 (b) of the Procurement Policy By-law Number 113-16; and
- d) That the Mayor and the Clerk be authorized to execute any necessary documentation to effect the contract with LURA Consulting upon the recommendation of the Commissioner of Planning and Regulatory Services.

Contact Person:

Patrick Lee, Director, Policy Planning, telephone number 905-771-2420

Sybelle von Kursell, Manager, Policy, telephone number 905-771-2472

Report Approval:

Submitted by: Kelvin Kwan, Commissioner of Planning and Regulatory Services

Approved by: Neil Garbe, City Manager

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All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner, and City Manager. Details of the reports approval are attached.

Summary:

This report provides recommendations and rationale for staff to undertake the process to update the City's Official Plan by Q2 of 2021. The process to undertake the update will be in alignment with other related City studies and initiatives.

What is an "Official Plan update"?

The Official Plan update will be in the form of a comprehensive municipally-initiated Official Plan Amendment that will address all relevant statutory requirements such as the requirement to update the Official Plan to be consistent with the Provincial Policy Statement and to conform with applicable Provincial plans as well as the Region of York Official Plan.

The Official Plan update will consider changes to the Vision and Principles of the Official Plan, the urban structure of the City, as well as matters such as height, density, protection of employment areas, and more detailed planning for the City's intensification areas (e.g. Centres and Corridors).

Why should the Official Plan be updated?

The initiation of the Official Plan Update at this time is important to ensure that the City's Official Plan is responsive to changes within our local context as well as changes to planning policy at the Provincial and Regional level.

Why should the Official Plan update be undertaken now?

Since the adoption of the Official Plan in 2010, many Provincial planning policy documents have been updated, and require the City Official Plan to conform with those changes.

York Region is currently updating its Official Plan to conform with the Provincial plans. Lower-tier municipalities (such as Richmond Hill) must update their Official Plans within one year of the approval of the Region's Official Plan.

At the City level, many studies and initiatives are underway, or are planned within the next couple of years, that contribute to the work that is needed to undertake a comprehensive update to the Official Plan update.

Undertaking the Official Plan update expeditiously ensures that planning decisions by Council are consistent with an up-to-date vision for the City, which is established under the latest Provincial and Regional policy frameworks and context. The expectation of

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this Official Plan update is to ensure that implementing plans, studies and by-laws such as the Comprehensive Zoning By-law are designed to implement a new City vision.

How will the update be undertaken?

Staff and Council will engage with agencies, stakeholders, the development community, and the public on a city-wide scale to best determine how the City is expected to accommodate growth and protect our resources over the long term.

Technical studies will also inform policy and mapping changes to the Official Plan.

The majority of the work related to the Official Plan update will be undertaken in house and with resources allocated to related projects such as the Comprehensive Zoning By-law, the Urban Master Environmental Servicing Plan update, and the Transportation Management Plan update. Nevertheless, additional resources are required to support the necessary public consultation process and the significant technical analysis to complete for the Official Plan update. Staff recommend an in-year approval of a budget of \$450,000 that is currently identified in the 2020 10-year capital forecast. Funding is recommended from the General Government DC Reserve Fund (90%) and Cash to Capital Reserve Fund (10%).

Background:

Under the *Planning Act*, as amended, municipalities are required to review and update their Official Plan within 10 years of it coming into effect (i.e. by 2022 for the City of Richmond Hill), and every 5 years thereafter. This mandatory review is to ensure that municipalities update their Official Plan to reflect changes in Provincial planning documents and to ensure that the Official Plan remains current within the local context.

The 2010 Richmond Hill Official Plan was designed to usher in an approach to urban intensification, consistent with conditions and expectations for growth that existed at that time. Over the past decade, there has been considerable investment in transportation infrastructure, most notably, the Highway 7 and Yonge Street Viva Bus Rapid Transit corridors, and there have been changes in market conditions favouring higher-density development. Further, all levels of government continue to commit to the construction of the extension of the Yonge Street subway from Finch Avenue to Richmond Hill Centre. Based on the foregoing, it is prudent that Richmond Hill investigate opportunities to facilitate the next wave of urban intensification consistent with recent infrastructure improvements and a vision for the City through to 2041.

Provincial Planning Initiatives

Provincial planning has evolved since 2010. Provincial planning policy documents that have been updated or introduced since the adoption of the City's current Official Plan include: the Provincial Policy Statement 2014 ("PPS"); the CTC Source Protection Plan, 2015; the Oak Ridges Moraine Conservation Plan, 2017; the Greenbelt Plan, 2017; the

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Metrolinx Regional Transportation Plan (2018), and the Growth Plan for the Greater Golden Horseshoe, 2019 (“Growth Plan”).

In May 2019, the Province updated the Growth Plan for the Greater Golden Horseshoe. This update institutes shifts in the Growth Plan policy, including addressing housing supply by “unlocking” lands and facilitating intensification for residential development, and increasing economic prosperity by being more strategic with the identification of employment lands. The City’s Official Plan is required to conform with the policies of the updated plan.

On June 6, 2019, Bill 108 – the *More Homes, More Choice Act* received royal assent. This legislation amends the *Planning Act*, as well as other legislation such as the *Development Charges Act*, *Ontario Heritage Act*, and the *Local Planning Appeal Tribunal Act*. The majority of the changes to the *Planning Act* have come into force as of September 3, 2019 as such, consideration should be given as to how the Official Plan may need to be modified to implement the relevant *Planning Act* changes.

On July 22, 2019, the Province announced its intent to amend the Provincial Policy Statement. The proposed amendments are intended to further the Government’s “More Homes, More Choice” initiative. The proposed policy changes bring greater parity with the in-effect 2019 Growth Plan and would apply to all municipalities within the Province. The consultation period for this initiative concludes on October 21, 2019. Similar to the Growth Plan, once these changes are brought into effect, the City’s Official Plan would be required to be consistent with the amended Provincial Policy Statement and to be responsive to amendments to the *Planning Act*.

York Region Planning Initiatives

York Region is currently working on a Municipal Comprehensive Review (MCR) and update of its Official Plan. Their review re-commenced in 2017 after the release of the updated Growth Plan, 2017. City staff have been involved with this review by participating in working groups and providing requested data to Regional staff in a number of areas related to their review, including the Agricultural System, Employment Areas, and Major Transit Station Areas. Subject to any additional direction from the Province, the Region currently expects to finish its review and adopt their new Official Plan in late 2020. The Region’s Official Plan will include an updated population and job forecast and related intensification targets for each lower-tier municipality. (A more robust overview of the Region’s MCR will be provide to Council in a future staff report.) In accordance with the *Planning Act*, the City is required to update its Official Plan within one year of the Regional Official Plan coming into effect. Accordingly, undertaking the City’s Official Plan review concurrently with the Region’s review will ensure that the City is appropriately engaged in both review processes, and ensures a timely adoption of an up-to-date Official Plan.

Over the last five years, York Region Transit has been constructing the VIVA rapid transit system along Highway 7 and Yonge Street. It has also been improving its overall

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transit service with more frequent and streamlined bus services. The actualization of this project provides new information for staff, Council, and the public to consider when visioning the growth and development of our communities.

City of Richmond Hill Related Planning Initiatives

The City has undertaken, or is in the process of undertaking, a number of studies that can be relied upon to inform the update and/or development of new land use policies within the Official Plan. These studies include:

- The updated **Transportation Master Plan (TMP)** includes the cycle and pedestrian master plan and recreational trails plan in one document. The TMP analysis and consultation will inform updates to both policies and schedules of the Official Plan. This update was initiated to implement the 2010 Official Plan and to inform the next update to the Development Charges By-law in 2021. In order for the TMP to implement any update to the Official Plan with respect to transportation and trails, it is recommended that the TMP update be finalized following the adoption of the Official Plan update.
- The updated **Urban Master Environmental Servicing Plan (UMESP)** identifies infrastructure improvements to support planned intensification within the City's Centres and Corridors. Similar to the TMP, the analysis that is undertaken for the UMESP update will inform policy and schedule updates of the Official Plan. The UMESP update was initiated to implement the 2010 Official Plan and to inform the next update to the Development Charges By-law in 2021. In order for the UMESP to implement any update to the Official Plan with respect to servicing, it is recommended that the UMESP update be finalized following the adoption of the Official Plan update.
- The updated **Development Charges Study** informs changes to the Development Charges By-law (DC By-law), which is used to collect funds that are required to provide infrastructure that supports new growth within the City. As noted in Staff Report SRCFS.19.026, this study is expected to be complete by the end of 2021. The MCR process is not anticipated to delay the update to the DC By-law. In fact, the Official Plan Update would ensure that the DC By-law update is based on the new vision for the City's near- and long-term growth.
- The **Richmond Hill Centre Secondary Plan** guides development within this important urban growth centre and mobility hub. It is expected to be completed in early 2021. Undertaking the Official Plan review concurrently with the development of the Secondary Plan for this very significant redevelopment area will ensure that there is a singular vision for this area and that there is a cohesive policy framework in place to be able to realize that vision.

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- The **Socio-Economic Study 2019 and Ward Profiles** (completed) provides an overview of the City's current socio-economic characteristics. It provides insightful information to consider when developing a long-term planning framework for the City, to ensure that the plan is responsive to current and future needs of our residents and workforce.
- The **Urban Forest Management Plan** (to be completed in early 2020) provides a plan to ensure the long-term management of the City's trees and their growing environment. Recommendations related to land use that come from this plan can inform the update to the Official Plan.
- The **Community Energy and Emissions Plan** is expected to be completed in 2021. This Plan is intended to provide guidance to the City regarding energy conservation and reduction in greenhouse gas emissions. Any policy recommendations emerging from this plan can be addressed through the Official Plan Review.
- The **Comprehensive Zoning By-law** (CZBL) project is expected to be completed by 2022. This project includes undertaking research and receiving input on a variety of matters, including built form trends and transit-supportive parking requirements. Undertaking the Official Plan review concurrently with the CZBL will ensure that the resulting zoning by-law is in conformity with proposed policy and mapping updates, and that, where appropriate, the City can undertake joint consultation. Furthermore, staff will be able to "test" policy changes using a zoning lens and propose zoning provisions in concert with those policy proposals.

All of these aforementioned studies and plans inform and implement the policies of the Official Plan. Undertaking this work concurrently through the Official Plan update process ensures clear cohesion among these various initiatives. Running the TMP, UMESP, and Official Plan Review concurrently is particularly important to ensure that the update to the DC By-law 2021 is based on the most current vision for growth and development within the City of Richmond Hill. Ultimately, this will ensure that DC charges that are being collected are in accordance with the necessary infrastructure improvements to service new growth.

Recent Official Plan Implementation and Projects

The policies of the Official Plan were adopted by Council nine years ago, and there have been a large number of development approvals during this time. Many of these development approvals were granted through the Ontario Municipal Board (now the Local Planning Appeal Tribunal (LPAT)), and some of those have received approvals beyond the current Official Plan permissions through site specific exception policies that, among other things, permit increases in height and density. It would therefore be prudent to review and analyze the policies of the Plan in the context of these approvals, and the consideration of a future vision for the City.

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More recently, the City has been receiving various development proposals within Centres and Corridors for buildings that are significantly higher in height and greater in density than what the 2010 Official Plan permits. Consideration of these applications on a comprehensive basis will also inform the Official Plan update and the development of a new City planning vision.

The current Official Plan directs the preparation of Secondary Plans for areas where major intensification within the City is proposed. These Secondary Plans are inserted in the Official Plan as new (Part 2) chapters and are intended to provide more area-specific guidance in implementing the vision and policies of the Official Plan. Parts 1 and 2 of the Official Plan are required to be read together and all relevant policies of the Official Plan are applied.

Secondary planning for these areas are in various stages of the planning process:

- Richmond Hill Centre Secondary Plan – In process

As noted above, development of the Richmond Hill Centre Secondary Plan is underway, with completion of the Secondary Plan targeted for early 2021. The Richmond Hill Centre is an Urban Growth Centre as defined by the Growth Plan for the Greater Golden Horseshoe and a Regional Centre in the Region's Official Plan. As such, it is the City's area for development with the greatest mix of land use, building heights, and density.

- Downtown Local Centre Secondary Plan - Repealed

Council adopted the Downtown Local Centre Secondary Plan in February 2017. Following approval by the Region, the Secondary Plan was appealed by landowners. Two years later, Council adopted a motion to initiate the repeal of the Downtown Local Centre Secondary Plan. After completing the required public consultation, Council approved the repeal of the Secondary Plan. As of July 3, 2019 the Secondary Plan is repealed in its entirety and has no effect.

- Yonge and Bernard Key Development Area Secondary Plan – Appealed, LPAT hearing adjourned to June 2020

The Yonge and Bernard Key Development Area (KDA) Secondary Plan and Zoning By-law were adopted by Council in November 2017. Exempt from Regional approval, landowners and residents appealed these planning documents to the LPAT. As a result of new direction from Council, the hearing of this matter has been adjourned to June 22, 2020 to provide staff and Council the opportunity to re-consult with the public and stakeholders regarding the long term vision and planning direction for this area.

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- Yonge and Carrville/16th Key Development Area Secondary Plan - Draft

The Yonge and Carrville/16th Key Development Area Secondary Plan was drafted, and brought to Council Public meetings in May 2017 and May 2018. A recommendation to adopt the Secondary Plan has yet to be brought to Council.

Given the impending changes to planning direction from the Region and the Province, undertaking the Official Plan update concurrent with finalizing the Secondary Plans would permit the City to comprehensively reconsider the urban structure (including the height and density regime) of the City and provide a cohesive and up-to-date policy framework for our Centres and Corridors. A key objective of undertaking the Official Plan update is to ensure that the secondary planning for these areas is completed by the conclusion of the update process. In the case of the Yonge and Bernard KDA, however, given that a hearing is scheduled for June 2020, that secondary planning process will conclude sooner than that of the other centres.

Areas of Focus for the Official Plan Update

The Official Plan update will be undertaken in accordance with the requirements of Section 26 of the *Planning Act*. Accordingly, this update will include policy changes to the Official Plan that address changes to the *Planning Act* since 2010, including changes resulting from the following legislation:

- Bill 140 - *Strong Communities through Affordable Housing Act, 2011*, which promotes the provision of secondary units in ground related houses or their accessory building;
- Bill 73 – *Smart Growth for Our Communities Act, 2015*, which includes changes regarding public consultation;
- Bill 7, *Promoting Affordable Housing Act, 2016*, which enables municipalities to adopt an Inclusionary Zoning By-law for the provision of affordable housing;
- Bill 139 - *Building Better Communities and Conserving Watersheds Act, 2017*, which requires official plans to include policies and strategies for the provision of affordable housing and climate change mitigation and adaptation; and
- Bill 108 – *More Homes, More Choice Act, 2019* which includes changes to how parkland and community benefits are secured through development approvals, focuses the use of Inclusionary Zoning to areas identified as Protected Major Transit Station Areas, and permits Secondary Suites to occur both within a residential unit as well as within a structure that is accessory to the primary unit (i.e. permitting 3 units per lot where the primary dwelling is a single detached, semi-detached or townhouse unit).

The update will also consider any new policy direction resulting from updated Provincial and Regional land use planning documents, as noted above.

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Staff recognize that the planning context in Richmond Hill is changing, accordingly, the Official Plan update will consider trends in planning and related issues. This consideration will include matters such as:

- **Urban Structure:** staff will undertake analysis and consult on the Official Plan's vision and policy framework related to the overall urban structure, and take into consideration the promotion of transit supportive development and measures to prioritize growth areas in order for growth to be aligned with existing or planned infrastructure.
- **Height and Density:** building on the urban structure analysis and trends within Richmond Hill and the GTA overall, staff will examine and consult on what levels of height and density will be appropriate and possible to realize the new vision of the Official Plan.
- **Housing Affordability:** as noted in the 2019 Capital budget, staff will undertake an Affordable Housing Strategy and any recommendations related to Official Plan policy will be considered as part of this review.
- **Increasing Live and Work Opportunities** – staff will review best practices and consult with the business and land development communities on Official Plan policy that enables increasing local job supply and better matching housing supply for people who work in Richmond Hill but commute from somewhere else.
- **Climate Change Adaptation and Mitigation** – as staff work on the development of the City's Community Energy and Emissions Plan (CEEP) and the update to Sustainability Metrics, any policy recommendations resulting from the CEEP and the updated Sustainability Metrics can be addressed through the Official Plan Review.

Immediate Actions to be Undertaken

In order to complete the Official Plan update, in a comprehensive and collaborative manner, a number of additional actions are required to ensure that there is sufficient resource capacity. The following are three immediate actions:

1. **Establish a Council Task Force** to permit staff-Council discussions regarding the progress and strategic directions of the Official Plan update. Within a Task Force forum, staff and Council are able to have dedicated time set aside for the Official Plan update. Additionally, this forum lends itself well for discussion between staff and council to collaborate with and seek clarification from each other.
2. **Establish technical working groups and committees** to inform and steer the Official Plan update. Developing the committees and working groups early on in this process will ensure that roles and responsibilities are clarified and communicated to all who are involved in this project.

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3. **Prepare a detailed terms of reference for the review**, and initiate processes to assist with its overall execution. While it is anticipated that the majority of the work to undertake this update will be conducted “in house,” there will be some elements of the project that will require the expertise of outside resources. Resource needs are outlined in the attached Business Case (Attachment 1).

Additional Work to be Undertaken in Support of Official Plan Update

Further to the above-noted projects and activities, staff will need to undertake the additional work to ensure that the Official Plan update meets the requirements of the *Planning Act* and also the needs of the City, as the document to direct land use planning within the City. As such, staff will:

- Develop a **consultation plan** that includes: on-line surveys; notices and signage; dedicated website and e-mail address; community workshops; public open house(s); statutory public meeting(s); staff Lunch ‘n’ Learn; and stakeholder consultation including: Region, Province, school boards, City departments; utility providers; transit authorities; First Nation and Metis communities; business and development communities. Where and when possible, the consultation plan will co-ordinate with other related projects undertaken by the City to minimize confusion and build in efficiencies for staff resources, Council, and the general public.
- Review and analyze development applications in process, and identify any **planning trends** that should be considered as part of the Official Plan update.
- Undertake a comprehensive review of the **City’s Urban Structure**:
 - identifying areas for growth through various forms of intensification,
 - confirming areas required for employment purposes (to support the City’s aspirations to increase the supply of local jobs and increase the non-residential tax assessment), and
 - identifying areas that require long-term protection for agricultural, natural heritage protection as well as preservation of neighbourhood character.

This process will form the basis of the Official Plan and re-establish the City’s long-term vision for growth and prosperity. This review will build on research and analysis that has already been conducted as part of the Region’s work related to Major Transit Station Areas and Employment Areas. The review will test the City’s current Urban Structure vision and make recommendations as to what could change to better address emerging trends, issues, and policy direction coming from both the Region and the Province.

- Based on the urban structure, develop an associated **height and density regime**. This regime will take into consideration key urban design concepts related to built form, such as shadowing, privacy, public-private realm interface, transition to stable

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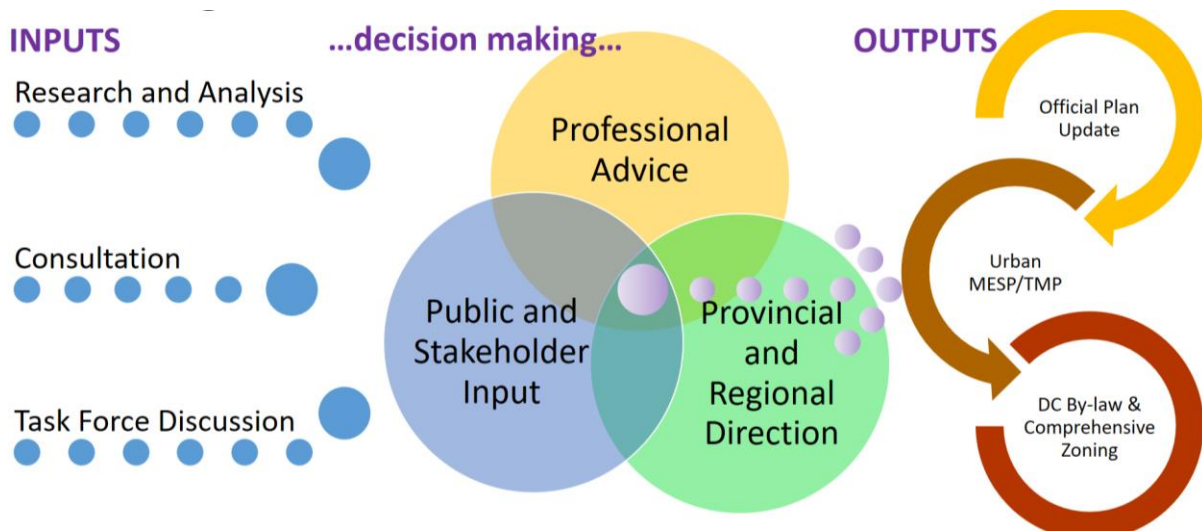
neighbourhoods, as well as climate change adaptation and mitigation. It will also consider infrastructure capacity to accommodate and support growth.

- Co-ordinate **transportation and servicing** analysis with the work that is being undertaken to update the City's Transportation Master Plan and Urban Master Environmental Servicing Plan, as well as the Region's Master servicing plans, to identify any constraints and appropriate mitigation related to interim and build-out growth.
- Develop an **Affordable Housing Strategy**. This study will help to inform the development of new policies to address the City's affordable housing needs.
- Identify any changes to policy regarding **implementation tools**, to simplify the planning process as a means to expedite and better facilitate the realization of the Official Plan's vision, and to provide greater certainty and transparency in the planning process.
- Identify **technical policy updates** to ensure on-going conformity/consistency with Provincial Plans and the Provincial Policy Statements, and the Regional Official Plan, and proper implementation of *Planning Act* changes as noted above.
- Identify **mapping updates**, such as identification of new streets/street classifications; Major Transit Station Area boundaries; new land use designations (if needed); and other such matters.

Overall Process and Timing of Official Plan Update:

As shown in the below diagram, the Official Plan update process starts with research and analysis that is informed by Provincial and Regional planning policy, is followed by public and stakeholder consultation, emerges with recommendations from professional staff, and is finalized with decision making that takes all of these inputs into account. The process concludes with various documents to ensure proper implementation, starting with an up-to-date Official Plan, from which are derived an updated Transportation Master Plan (TMP), Urban Master Environmental Servicing Plan (MESP), Development Charge By-law and a Comprehensive Zoning By-law, among other matters.

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While elements of the Official Plan update are already underway, the timing of the approval of the updated Official Plan is dependent on the Provincial and Regional policy documents being finalized. It is understood that the Province is interested in undertaking its programs expeditiously in order to address its housing supply and economic prosperity interests. While the Region is working towards adoption of its new Official Plan by fall of 2020, the *Planning Act* requires that lower-tier official plans be in conformity with upper-tier Official Plans. Therefore, should there be a delay in the adoption of the Region's Official Plan, that may set back the timing for City Council's adoption of the Official Plan update. Once adopted, the comprehensive Official Plan Amendment that updates the Official Plan will be forwarded to the Region for approval.

Based on the foregoing, the work plan would aim to bring forward recommendations for Council adoption in Q2 2021, at the earliest. This would allow the City to then finalize its TMP, UMESP and DC By-law Study in time for the DC By-law update by the end of 2021.

Implications for Applications in Process

Until such time as the City adopts new policies and schedules for the Official Plan, staff will continue to accept and review development applications. Such applications will be considered in relation to both existing and emerging Official Plan policy direction, emerging Provincial and Regional policy direction, up-to-date planning best practices, and public input.

Financial/Staffing/Other Implications:

The current 10 Year Capital Plan allocates \$450,000 towards the review and update of the Official Plan, commencing in 2020. As noted in Attachment 1 staff are recommending approval of resources totaling \$450,000 from the General Government DC Reserve Fund (90%) and Cash to Capital Reserve Fund (10%) to cover the costs associated with the overall process.

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A critical component of the Official Plan update is to undertake a robust public consultation process. Staff recommend retaining LURA Consulting to undertake this work as outlined in the Draft Terms of Reference provided in Attachment 2 of SRPRS.19.053. Given the expedited timeline that staff have identified above (particularly as it relates to the Yonge and Bernard KDA LPAT hearing which begins in June 2020), staff recommend a sole source non-competitive acquisition in accordance with Appendix B, Part II (b) of the Procurement Policy By-law 113-16, which states:

“A single Source Acquisition may be made when: (b) an Unforeseen Situation of Urgency exists and the Goods and/or Services cannot be obtained in time by means of a Competitive Procurement;”

While staff have been prepared to commence the Official Plan update sometime in 2020, it had not been previously foreseen that the public consultation component of the review needs to start as early as the fall of 2019. The urgency is as a result of: (a) Council’s direction in May 2019 to re-visit the Yonge and Bernard Key Development Area Secondary Plan and Zoning By-law in advance of a hearing on this matter and (b) the Local Planning Appeal Tribunal’s decision (issued August 7, 2019) to set a new hearing date of June 22, 2020. Staff have determined that prior to finalizing the Yonge and Bernard KDA Secondary Plan and implementing by-law for the endorsement of Council, several broader planning questions need to be analyzed and answered at a city-wide scale, which can best be undertaken through the Official Plan update process. As such, staff recommend beginning the public consultation process with preliminary open house meeting(s) in November, which can then be followed by more specific Yonge and Bernard KDA public workshop(s) conducted by the same objective consultants. This will enable staff to be in a position to bring forward a recommendation report for endorsement by Council in March of 2020, with time to prepare for the June 2020 hearing on the KDA specifically. This will also enable staff to continue their work in relation to the balance of the Official Plan within the 2-year period identified in this report.

Staff have researched a few consulting firms that specialize in public consultation related to Official Plan reviews. LURA Consulting has had extensive experience, with various municipalities in the GTA and beyond, in undertaking the deliverables related to major planning projects. The consultant’s professional expertise includes a multidisciplinary team and range of planning professionals required to complete the public consultation process and provide advice and recommendations to inform the Official Plan update.

Relationship to the Strategic Plan:

The Official Plan update aligns with all four goals of the Strategic Plan. By undertaking this update in co-ordination with the aforementioned related planning initiatives and by engaging with the public and stakeholders to update the Official Plan, we ensure that the Official Plan vision and principles continue to be relevant. We ensure that the guidance that comes from the Official Plan with respect to directing land use and

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accommodating growth within the City is in line with the expectations of the citizens and businesses that are located within the City. At the same time, we ensure that we are implementing the policy direction that comes from the Region of York and the Province.

Working concurrently with the Regional Official Plan Municipal Comprehensive Review process and the Province's initiatives to improve land use policy and legislation will ensure that our Official Plan update is in line with these initiatives. The Official Plan will be ready for their implementation, thereby minimizing any delay in implementing policy improvements.

Undertaking this Official Plan update process concurrently with the Comprehensive Zoning By-law project ensures that the zoning by-law is up-to-date and that any policy changes resulting from the Official Plan update are addressed in the Comprehensive Zoning By-Law at the outset. Furthermore, undertaking this work concurrently ensures that we are using our resources more efficiently, and that we are considering matters comprehensively.

Conclusion:

Staff are recommending that we formally initiate the update of the City's Official Plan. There are many contributing factors in support of undertaking this update project, as outlined above. Foremost, staff recommend a comprehensive analysis of the policy implications resulting from Provincial and Regional planning initiatives and engaging with the public to ensure that the City's implementation of those emerging policy changes is undertaken in a manner that is appropriate for the Richmond Hill context and has the general support of Richmond Hill residents, businesses, and development community.

As noted above, staff have undertaken many projects that will inform the Official Plan update; however, there are additional studies that are required before the update can be finalized. Staff will continue to monitor and report on emerging policy and legislative changes that will impact the finalization of the update. Commencing this update concurrently with the Provincial and Regional land use policy work, will ensure that the City's Official Plan update is undertaken and in effect, expeditiously.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call the contact person listed in this document.

- Attachment 1: Business Case for Consulting and Staffing Resources for the Official Plan Update
- Attachment 2: Draft Terms of Reference for Official Plan Update Public Consultation Services

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Report Approval Details

Document Title:	SRPRS.19.053 Official Plan Update.docx
Attachments:	- SRPRS.19.053_Att_1_BusinessCase.docx - SRPRS.19.053_Att_2_PublicConsultation-Terms of Reference.docx
Final Approval Date:	Sep 24, 2019

This report and all of its attachments were approved and signed as outlined below:

David Dexter - Sep 24, 2019 - 1:36 PM

Task assigned to Patrick Lee was completed by delegate Sybelle von Kursell

Sybelle von Kursell - Sep 24, 2019 - 2:34 PM

Kelvin Kwan - Sep 24, 2019 - 2:43 PM

Neil Garbe - Sep 24, 2019 - 2:52 PM

Requesting Planning and Regulatory Services / Policy Planning

Sybelle von Kursell, Manager, Policy

Business Case – Growth & New Capital Official Plan Update

Background

Under the *Planning Act*, as amended, municipalities are required to review and update their Official Plan within 10 years of it coming into effect (i.e. by 2022 for the City of Richmond Hill), and every 5 years thereafter. This mandatory review is to ensure that municipalities update their Official Plan to reflect changes in provincial planning documents and to ensure that the Official Plan remains current within the local context. Presently, the City is undertaking many studies and initiatives within the next couple of years that contribute to the work that is needed to complete an Official Plan Update. These include the Richmond Hill Centre Secondary Plan, the Comprehensive Zoning By-law, the Community Energy and Emissions Plan, Transportation Master Plan (TMP), the Urban Master Environmental Services Plans (UMESP), the Affordable Housing Strategy, Sustainability Metrics update, and an update to the Development Charges By-law (DC By-law). All of these aforementioned studies and plans inform and implement the policies of the Official Plan. The Official Plan Update process overall is explained in staff report SRPRS.19.053 (see October 2, 2019 Committee of the Whole).

While the majority of the aforementioned projects are presently funded through various capital and operating budget line items, there is a need to allocate capital budget funding specifically for the updating of the Official Plan, for undertaking technical studies beyond the scope of currently funded specific projects, and for providing a cohesive public engagement process.

Project Description

The Official Plan Update is anticipated to take 2 years, starting in late fall 2019 and concluding in summer of 2021. At the conclusion of the Official Plan Update project, Council will be able to adopt an amendment to the Official Plan that will address all matters of conformity with respect to Provincial and Regional policy, and will ensure that the Official Plan provides a clear vision for planning and development to 2041. The policy direction within the updated Official Plan will inform other land use planning related projects such as the TMP, UMESP, the Comprehensive Zoning By-law and the DC By-law update. Ultimately, the updated official plan will provide guidance for the public to understand the City's growth and development vision and will facilitate new development that is compliant with the Official Plan to occur in an expeditious manner.

Requesting Planning and Regulatory Services / Policy Planning

Sybelle von Kursell, Manager, Policy

Business Case – Growth & New Capital Official Plan Update

Capital Forecast

Funding for the Official Plan has been allocated to the 2020 Capital Budget within the Ten Year Capital Forecast. The amount budgeted is \$450,000.

Comparative Analysis

Undertaking Official Plan updates in a comprehensive manner with other land use planning related initiatives is a common practice among Ontario municipalities, as it is mandated by the province through the policies of the Provincial Policy Statement. York Region is in the midst of its Municipal Comprehensive Review (MCR) which includes undertaking its Official Plan update alongside updates to its Master Water and Waste Water Plan as well as its Transportation Master Plan. The Region is undertaking this work largely in-house and is relying on consultants to undertake discrete research and analysis throughout this process.

Alternatives

As noted above this Official Plan Update is being undertaken in combination with several other planned or in process initiatives. As such, staff have found many efficiencies by appropriately timing and staging this project. Should the proposed additional funding not be provided, more in house resources will be required which would mean that the timing of this project and the associated projects may be prolonged, or that other business processes may have to be delayed in order for staff to conduct the additional work.

Project Costs and Benefit

Specific to the budget request, there is a need for a public engagement consultant that has experience in conducting planning related public/stakeholder facilitation workshops, website design, graphic design, and large-scale consultation project management. The funding required for the consultant is anticipated to be \$200,000, to:

- prepare a brand for the OP Update, including a logo,
- prepare a comprehensive consultation plan that connects the public/stakeholder engagement components of the OP update with the other land use planning related initiatives (i.e. TMP and CZBL) to reduce consultation fatigue among the public and stakeholders,
- prepare a web-page for the Official Plan update, inclusive of info-graphics, texts and photographs, that:

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- explains the official plan process and how it relates to other City initiatives;
- is updated regularly to advise the public of status and engage them in events; and
- seeks feedback on matters as the update process continues;
- working with communications staff, identify social media platforms to promote the Official Plan update and engage the public, prepare social media posts/videos as appropriate,
- working with staff, prepare meaningful on-line surveys for the public to respond to various matters related to the MCR, inclusive of photos, info-graphics, and mapping,
- perform facilitated public workshops (approximately 11 - 14) to address common thematic and geographic specific elements of the sub-projects of the MCR, including a workshop that is specific to the Yonge and Bernard KDA as early as December 2019, and
- provide summary memos of each consultation event outlining lessons learned, common themes, and providing recommendations regarding next steps and policy and/or mapping changes to consider as part of the Official Plan update.

Funding is also required to retain contract staff within the Policy Team. The funding required for such staff is approximately \$200,000. These additional staff, who currently reside in the Department and are covering a maternity leave and a secondment, will be responsible for various aspects of the update, which include:

- conducting research and analyse regarding updates to the OP related to provincial and regional conformity;
- preparing a digital model for the whole of the City to assist with developing a city-building vision for Council, public and stakeholders;
- working with the public engagement consultant, preparing on-line surveys and analysing the survey results;
- along with the engagement consultant, participating in public workshops;
- leading stakeholder discussions
- intake and processing of all correspondence received from the public and stakeholders regarding the Official Plan Update (including designing and populating a database to ensure all comments are meaningfully recorded and addressed);
- leading technical advisory teams on specific components of the OP Update;

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- preparing mapping to inform public consultation and updates to schedules of the Official Plan;
- drafting proposed policy and mapping changes that are responsive to the research, analysis and feedback received;
- preparing staff reports for Committee and Council's consideration;
- drafting an overarching amendment to the Official Plan for public and stakeholder feedback;
- conducting a statutory Open House;
- preparing a presentation for a statutory public meeting; and
- finalizing the amendment for Council's consideration and adoption.

An additional \$50,000 is required to undertake technical work that may need to be undertaken to address emerging technical issues that arise during the MCR process and to cover costs associated with marketing and promotion materials that will assist with the public consultation process.

Benefits

Updating the Official Plan ensures that the City's planning vision and planning policy direction is current and based on a meaningful consultation process, which is responsive to public feedback as well as policy direction from both the Province and the Region of York. Updating the policies and schedules of the plan clarifies to all stakeholders how and where the City is intended to grow to 2041. Retaining public engagement consultants and contract staff to assist with the update, ensures that the OP Update as well as the other related projects are undertaken within the timelines committed for these projects. Undertaking the Official Plan update in a timely manner positions the City well to attract new development, as the OP and associated planning documents will be well aligned and the City's new vision will be seamlessly implemented.

Funding Source

This project would be funded by the General Government DC Reserve Fund (90%) and Cash to Capital Reserve Fund(10%).

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**Business Case – Growth & New Capital
Official Plan Update**

Conclusion

The 10-year Capital forecast anticipated \$450,000 in order to undertake this City's Official Plan update starting in 2020. This Business Case provides a summary of how this funding will be used to update the Official Plan. The funding will ensure a comprehensive public engagement process over the next two years and that there is sufficient staff within the Policy Team to undertake the update to the Official Plan in a timely manner.



TERMS OF REFERENCE

**For City of Richmond Hill Official Plan Update
Public Consultation Services**

Issued: TBD

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PART 1 – OBJECTIVES, DELIVERABLES AND SCOPE OF WORK

1.1 Introduction

The City of Richmond Hill is seeking to retain qualified Consultant(s) to assist with the public consultation process required for the updating of the City's Official Plan. This consultation process will be co-ordinated with other active studies the City is undertaking that will inform updates to the Official Plan. The Official Plan update process will culminate in a comprehensive municipally initiated Official Plan Amendment that will set the new vision for city planning and update policies and mapping of the Official Plan in conformity with Provincial and Regional planning policy.

1.2 Location and Context

The City of Richmond Hill is located in the south-central York Region, adjacent to Vaughan, King, Aurora, Whitchurch-Stouffville, and Markham. It is bounded by Bathurst Street to the west, Highway 404 to the east, Bloomington Road to the north, and Hwy 7 to the south. The City contains both urban and rural areas. City planning must conform with the Region of York Official Plan, as well as various provincial plans.

Council adopted the City's Official Plan in 2010. The Plan was appealed for failure to make a decision by the Region in 2011. Through various Ontario Municipal Board decisions, the majority of the Official Plan has been in effect since 2012. The Planning Act requires a review of Official Plan's within 10 years of its approval and 5 years thereafter.

There are several planning initiatives underway or recently concluded at the Regional and Provincial levels. The City's Official Plan is required to be updated to confirm with any updates to Regional and Provincial Plans.

The Planning Act requires that updates to the Official Plan are undertaken in consultation with the public.

The objectives of the Official Plan update public consultation process are to:

- Address all public consultation requirements of the Planning Act (e.g. issue notices, hold public meetings, and at least one public open house);
- Address all public consultation requirements of the Region of York Official Plan (e.g. consult with the public in a timely manner, provide sufficient information about proposed amendments for the public to understand what is being proposed and engage using multiple methods in order to receive a broad spectrum of feedback; engage with relevant First Nation and Metis communities; and ensure that meetings and materials are accessible for people with disabilities);
- Address all public consultation requirements of the City of Richmond Hill Official Plan (e.g. foster transparency and participation with the public by encouraging the

involvement of residents, businesses, stakeholders and other levels of government in the planning process; actively facilitate public participation in the planning process by designing public participation programs that increase public knowledge of the planning process and by providing the opportunity to participate to those who wish to exercise their right to do so; use a variety of communication methods including newspaper notices, surveys, open houses, public meetings, website postings, charrettes and workshops, among others);

- Minimize consultation fatigue by co-ordinating consultation events with related projects that are underway (e.g. Transportation Master Plan Update, Affordable Housing Strategy, and Comprehensive Zoning By-law); and
- Receive meaningful feedback from the public and stakeholders to inform decision making related to updates to the Official Plan.

1.3 Background and Overview

The Growth Plan and the Provincial Policy Statement direct that municipalities undertake a “municipal comprehensive review” (“MCR”). The intent of the MCR is to comprehensively analyze the efficacy of the Official Plan over the long term, taking into consideration provincial planning policy direction, as well as practical matters within the local context related to social, environmental, economic, physical and financial matters that impact or are impacted by land use policy decisions. Presently, the City is undertaking many studies and initiatives within the next couple of years that contribute to the work that is needed to complete an Official Plan Update. These include the Richmond Hill Centre Secondary Plan, the Comprehensive Zoning By-law, the Community Energy and Emissions Plan, Transportation Master Plan (TMP), the Urban Master Environmental Services Plans (UMESP), the Affordable Housing Strategy, Sustainability Metrics update, and an update to the Development Charges By-law (DC By-law). All of these aforementioned studies and plans inform and implement the policies of the Official Plan. The Official Plan Update process overall is explained in staff report SRPRS.19.053 (see October 2, 2019 Committee of the Whole).

The Official Plan Update is anticipated to take 2 years, starting in late fall 2019 and concluding in summer of 2021. At the conclusion of the Official Plan update project, Council will be able to adopt an amendment to the Official Plan that will address all matters of conformity with respect to Provincial and Regional policy, and will ensure that the Official Plan provides a clear vision for planning and development to 2041. Ultimately, the updated Official Plan will provide guidance for the public to understand the City’s growth and development vision and will facilitate new development that is compliant with the Official Plan to occur in an expeditious manner.

While the overall Official Plan update is expected to conclude in the summer of 2021, staff are also preparing for a hearing with respect to the Yonge and Bernard Key Development Area Secondary Plan and implementing zoning by-law scheduled for June 2020. A key point

of contention with the Secondary Plan and Zoning By-law, for both the landowners and Council themselves, is the restriction on height and density that is established in the current in effect 2010 Official Plan. As such, the ability to amend of the Secondary Plan is intrinsically linked to the Official Plan update, wherein height and density may be revisited on a city-wide scale. Prior to finalizing the Yonge and Bernard KDA Secondary Plan and implementing by-law for the endorsement of Council, several broader planning questions need to be analysed and answered at a city-wide scale, which can best be undertaken through the Official Plan update process. As such, staff recommend beginning the public consultation process with preliminary open house meeting(s) in November, which can then be followed by public workshop(s), conducted by the same objective consultant, that are more specific to the Yonge and Bernard KDA. This will enable staff to be in a position to bring forward a recommendation report for endorsement by Council in March of 2020, with time to prepare for the June 2020 hearing on the KDA specifically.

Related City Initiatives

The City is also undertaking several initiatives that will inform and/or be carried out concurrently with the Official Plan update. These initiatives include:

- Urban Master Environmental Servicing Plan update
- Transportation, Pedestrian, and Cycling Master Plan update
- Affordable Housing Strategy
- Sustainability Metrics update
- Community Energy and Emissions Plan
- Comprehensive Zoning By-law (which includes a mid-rise and tall building typologies study)
- Parking Strategy Update
- Stratification and Public Easement Study
- Richmond Hill Centre Secondary Plan

1.4 Scope of Work

1.4.1 Project Expectations and Purpose

The consultant will provide public engagement expertise that is unique to land use planning and the Official Plan update process in particular. The consultant will deliver services that align with the objectives stated above and offer the City innovative solutions and deliverables to support the goal of updating the Official Plan in an open, transparent, and participatory manner.

The purpose of public engagement is to identify interests and objectives among the public and stakeholders, to ensure that there is a common understanding of the purpose and effect of updating the Official Plan, and to, ultimately, inform the update of the Official Plan in a manner that addresses multiple interests in the best possible manner.

1.4.2 Scope of Work

The Consultant will be responsible for coordinating and facilitating all public consultation meetings.

The Consultant will attend Council meetings as directed by staff, and attend regular meetings, as set out in the approved work plan, with City staff throughout the course of the project.

The Consultant work plan will identify key dates for consultation with the public and stakeholders. The Consultant will be mindful of the many related City initiatives that are being undertaken, and how these initiatives relate and inform the update to the Official Plan. Where possible, the work plan shall find opportunities for co-ordinating consultation to minimize fatigue and allow for greater collaboration among the related initiatives.

Deliverable: Consultation Plan

The Consultant is expected to prepare and deliver a comprehensive consultation plan that connects the public/stakeholder engagement components of the OP update with the other land use planning related initiatives (i.e. Transportation Master Plan, Community Energy and Emissions Plan, Affordable Housing Strategy, Comprehensive Zoning By-law, etc.) to reduce consultation fatigue among the public and stakeholders.

Elements of the Plan should include:

- Meetings with the Project Manager, Project Leads for related initiatives, and the broader update Project Team/Committees
- A Stakeholder Consultation Process with the following parties:
 - City Staff/Departments
 - Region of York, Provincial and adjacent municipality staff
 - External Agencies, including school boards, utility providers, transit authorities, Toronto and Region Conservation Authority;
 - Stakeholders, including the First Nations and Metis communities; development community (BILD); environmental interest community; not for profit organizations; City of Richmond Hill Youth Action Committee; business community; (depending on complexity, Consultants may need to attend subsequent meetings to provide facilitation expertise)
- Issuance of various public on-line surveys throughout process to obtain views from a broad spectrum of interested parties on various issues and aspects of the Official Plan update, including post open house surveys
- Council Task Force meeting(s) to provide overview of public consultation process and report back on what has been learned through the public engagement process
- Public Open House/Workshop Sessions (approximately 11 to 14 two-hour evening sessions)

- Statutory Public Open House – to present and receive feedback regarding proposed changes to the official plan (Draft OPA)
- Statutory Council Public Meeting regarding Draft OPA

NOTE: The Consultant shall be responsible for the scheduling of meetings and the preparation of agendas, presentation materials and meeting minutes (noted in the first four bullets). Prior to the scheduling of meetings, the Consultant shall confer with the Project Manager. Where it is deemed appropriate, expedient/efficient, meetings and surveys may address the Official Plan update as well as other related projects.

Deliverable: Branding

Create a brand for the OP Update, including a logo.

Deliverable: Web-page

Prepare and update a web-page for the Official Plan update, inclusive of info-graphics, texts and photographs, that:

- explains the official plan process and how it relates to other City initiatives;
- is updated regularly to advise the public of status and engage them in events; and
- seeks feedback on matters as the update process continues;

Deliverable: Prepare a Social Media Strategy

Working with communications staff, identify social media platforms to promote the Official Plan update and engage the public.

Prepare social media posts/videos as appropriate.

Deliverable: On-line Surveys

Working with staff, prepare meaningful on-line surveys for the public to respond to various matters related to the Official Plan update, inclusive of photos, info-graphics, and mapping. Provide summary memos outlining results and trends from each survey and provide recommendations in terms of next steps, including possible changes to the Official Plan.

Note: where appropriate, survey questions and responses can also address related City initiatives, (i.e. CEEP, TMP, Affordable Housing Strategy, Comprehensive Zoning By-law)

Deliverable: Stakeholder Meetings

Working with staff, develop stake-holder specific agendas.

The consultant will facilitate initial meetings with stakeholders to establish preliminary understanding of level of engagement/interests and next steps for City staff to undertake, the number and duration of meetings is subject to detailed consultation plan established by the consultant.

In particular, the consultant will need to develop a strategy for obtaining input from the business and development communities regarding how the official plan can be utilized to increase the local job supply.

Prepare meeting minutes within 1 week of meetings.

NOTE: depending on complexity, Consultants may need to attend subsequent meetings to provide facilitation expertise. Where appropriate, stakeholder meeting agendas may include discussion items related to other City initiatives, (i.e. CEEP, TMP, Affordable Housing Strategy, Comprehensive Zoning By-law, Sustainability Metrics Update)

Deliverable: Public Workshops/Charettes/Open Houses

Perform facilitated public sessions (approximately 11 - 14) to address common thematic and geographic specific elements of the sub-projects of the Official Plan update, including a workshop that is specific to the Yonge and Bernard KDA as early as December 2019

Prepare presentation materials including power point presentations and display boards to inform participants on the issues being addressed, and possible means to address them

Prepare materials to solicit feedback from the public, may include on-line and/or paper surveys, worksheets/books, activities, etc.

Provide summary memos of each consultation event outlining lessons learned, common themes, and providing recommendations regarding next steps and policy and/or mapping changes to consider as part of the Official Plan update (within 1 week of each session).

Deliverable: Engagement Database

Throughout the engagement process, there is a need to ensure that all feedback is properly compiled, logged, and analyzed. Working with City staff, the Consultant will provide guidance and tools to ensure that there is a comprehensive, searchable, and responsive database of all feedback received, whether through surveys, letters, workshops, etc.

Deliverable: Consultation Summary Report

Based on the above noted work and the review of correspondence received from the public, the consultant will prepare a Consultation Summary Report, which will provide key directions to inform the finalization of updates to the Official Plan.

The recommendations will include:

- A clear articulation of the vision and principles of the Official Plan based on the consultation process;
- Key findings from the public consultation process related to focal areas of the Official Plan update concerning:
 - Urban Structure
 - Height and density regime
 - Transportation and servicing
 - Affordable Housing
 - Climate Change
 - Implementation tools
 - Technical policy updates

- Mapping updates; and
- Any other matters that may not have been identified at the outset of the OP update but that have come to light through the consultation process.

1.5 Summary of Deliverables

1.5.1 Work Plan and Timeline

The Consultant will be responsible for working with staff to prepare a more refined finalized work plan and timeline prior to commencing the project. The Consultant will need to adhere to a schedule that would deliver the Consultation Summary Report and supporting information to the City prior to the draft OPA coming to council for adoption (Q2 2021).

1.5.2 The Consultation Strategy

As noted above, the consultation strategy is comprised of the following deliverables:

- Consultation Plan
- Branding (including an Official Plan logo)
- Web-Page (content and updates)
- Social Media Strategy (along with draft posts and videos, as appropriate)
- On-line Surveys (along with summary memo of survey findings)
- Stakeholder Meetings (facilitation, along with agendas and meeting minutes)
- Workshops/Open Houses/Charrettes (leadership, along with presentation and engagement material, and summary memo)
- Engagement Database
- Consultation Summary Report

1.5.3 Communication Materials and Web Content

The Consultant will be responsible for leading public and stakeholder engagement and for providing any communication material as part of the stakeholder engagement process, which will include meeting invitations, presentations and display boards, public survey material, and content in support of a dedicated project on the City's website. All materials provided by the Consultant must comply with AODA standards and the City's web content guidelines.

1.5.4 Timing

The required scope of work can be broken down into three Stages:

1.5.4.1 Stage 1: Visioning and Urban Structure (Q3 2019 to Q1 2020)

This Stage will be an introductory phase of the Official Plan update, setting parameters for the review and establishing the Vision, and Urban Structure from which to develop more detailed planning questions and discussion. The Official Plan's Guiding Principles will also be addressed during this stage.

This stage will also involve discussion regarding possible changes to the Yonge and Bernard KDA Secondary Plan and implementing zoning by-law.

Furthermore, this stage will set the groundwork for developing the engagement database, in collaboration with City staff, that will be populated throughout the duration of the Official Plan update process.

1.5.4.2 Stage 2: Accommodating Growth (Q2 2020 – Q4 2020)

This stage will build on the research and analysis undertaken by staff and what has been learned to date from the public, agency, and stakeholder consultations. Consultation will identify areas of focus for the updating of the Official Plan and consider options for how specific issues could be addressed. Key areas for discussion will include:

Built form - This will involve discussions regarding height and density within centres and corridors, and even within neighbourhoods and employment areas. Built form is linked with the Region's Major Transit Station Area work as directed by the Growth Plan. This also is linked with the TMP and UMESP updates as many stakeholders will want to know what the implications of increased density will be with respect to infrastructure capacity. Stakeholders will need to see visual images/models and real life examples of different built form possibilities. The Comprehensive Zoning By-law team's work regarding building typologies will also relate to this stage of the consultation process.

Public Streets/Connections – This is highly linked with the Transportation Master Plan update. Stakeholders will need to see visual images/models and real life examples of street configurations that may be possible. The consultant will work closely with the TMP team to co-ordinate consultation strategy at this stage.

Climate Change – Required by the Province through provincial plans as well as the Planning Act, climate change adaptation and mitigation needs to be considered as part of the Official Plan update. This is highly linked with the CEEP work that is also underway, as such the consultant will also work with the CEEP team in finalizing the engagement strategy in this regard.

Affordable Housing – Required by the Planning Act, providing a policy and regulatory framework to increase the supply of affordable housing will be considered as part of the Official Plan update. This is highly linked with the City's Affordable Housing Strategy (AHS), as such the consultant will also work with the AHS team in finalizing the engagement strategy in this regard.

Secondary Plan Areas – Specific geographic areas are identified in the 2010 Official to be subject to a Secondary Plan. As part of the OP update, the engagement strategy will include geographic specific meetings/surveys to address secondary plan level policy and mapping for the Official Plan update.

1.5.4.3 Stage 3: Proposed Policy and Mapping Changes (Q1 2021 – Q2 2021)

During this phase of the project, the stakeholders and public will be able to review proposed policy changes and respond accordingly. A strategy is required to be able to collect and analyse feedback received, which is likely to be largely in written form. At this stage the more formalized public consultation process will be utilized: Release of proposed changes (via notice and website), Statutory Open House, Statutory Council Public Meeting, (opportunity to receive formal public comments), Committee of the Whole meeting (for recommendation to adopt), and Council meeting (formal adoption). The Consultant's Consultation Summary Report will provide an overview of the engagement process, the feedback received, and key recommendations to inform the finalization of the updates to the Official Plan.

PART 2 – ADDITIONAL REQUIREMENTS

2.1 Entering into a Contract for the Provision of Deliverables

2.1.1 Notice of Selection

Within ten (10) days of the date of the written notification of selection by the City, the respondent will be expected to provide the City with the following documentation:

(a) City Standard Certificate of Insurance forms, naming the City and any indemnified parties as additional insured, evidencing the following coverage:

- commercial general liability insurance in the amount of at least \$2,000,000 or other amount naming the City of Richmond Hill as additional insured;
- professional liability insurance in the amount of at least \$5,000,000 or other amount;

Note: Only the insurance certificates in the City's format and signed and stamped by the insurance company will be accepted; and

- as more specifically set out in the Form of Contract attached as Appendix C;

(b) a current letter or certificate of clearance from the Workplace Safety and Insurance Board (WSIB), stating that the respondent is in good standing with the WSIB, or alternatively, evidence in a form satisfactory to the City that the respondent does not require WSIB;

(c) an executed Contract in the form attached as Appendix C.

The Consultant will prepare the following documentation to be attached to the Contract:

- **Schedule of Prices:** This Schedule would identify all staff members involved in this project along with their title, hourly rate and estimated time working on each stage of the project. This schedule will also acknowledge the maximum fee for the project in total.
- **Schedule of Critical Deliverables and Timeline:** This schedule will identify key deliverables of the project, targeted dates that they are due to staff for review and comment, and targeted dates that they will be finalized for public consumption.
- **Detailed Work Plan:** This Workplan will include:
 - The Consultants understanding of the scope of work,
 - An overview of the project team, their area(s) of expertise and role within the project, a description of staff availability and back-up strategy should staff not be available to complete the project. (Staff CVs may be appended as well)

- A detailed description of the Project approach, work plan, and deliverables, and a Gantt chart illustrating the work plan over the 24-month timeline envisioned for this project, starting in October 2019.

2.2 Specifications

The aforementioned deliverables/products are to be provided in both hardcopy form and digital form, where applicable. The Consultant(s) will be required to follow the specifications outlined below:

2.2.1 Format

All reports and presentation materials (including display boards) will be supplied in hard copy and in a format compatible with Microsoft Office Suite (Word, Excel, Access, Power Point).

All Studies and Reports, including background, recommendation and final reports will be provided by the Consultant(s) to the Planning and Regulatory Services Department in PDF format and shall include unbroken links to image/illustration files or embedded image/illustration files. A searchable/indexed and AODA compliant PDF of Draft and Final Reports and Studies will be prepared by the Consultant(s) and will be provided to the Planning and Regulatory Services Department for posting on the City's website. Final copies will be in a read-write format that is compatible with City software.

2.2.2 Images/Illustrations

All images or illustrations will be reproducible in colour format. All images or illustrations prepared as part of this project will be provided to the Planning and Regulatory Services Department at project completion in both their original format and as a high-resolution (300 dpi) TIFF image in a separate folder on a CD/DVD or USB stick.

2.2.3 Maps and Related Data

All maps prepared as part of this project will be provided to the Planning and Regulatory Services Department in both their original format and as ArcGIS and Adobe Illustrator compatible files in a separate folder on a CD/DVD or USB stick.

All spatial data (tabular and geographic based data) will be provided in shape file format and must be georeferenced to UTM NAD 83, Zone 17N. If Autocad files are submitted these must be geo-referenced to UTM NAD83, Zone 17N and accompanied with a copy in shape file format (*.mxd). All submitted spatial files will be reviewed by the GIS Planning section.

Standalone tables will be supplied in a format compatible with Microsoft SQL server, Oracle, DBF, or MS Access. Tables in Microsoft excel format will be accepted if they are approved by the Project Manager.

2.2.4 Hardcopies

The Consultant(s) will provide the Planning and Regulatory Services Department with a total of five (5) colour and bound copies of all Draft and Final Reports.

2.3 Reporting Requirements and Administration

The Consultant(s) will report to the Planning and Regulatory Services Department.

City staff will be responsible for:

- Providing departmental information and support to the Consultant as it respects their individual mandates
- Establishing Staff Working Groups and broader Technical Advisory Teams; and identifying and contacting stakeholders that will need to be consulted in this process
- Ensuring the Consultant attends necessary meetings regarding the Official Plan update and related projects.
- Organizing and attending meetings with the Consultant to discuss status updates and to provide input on policy development
- Preparing mailings/communications for community consultation meetings
- Reviewing and commenting on draft and final versions of all materials arising from this work.

2.4 The Consultant

The term "Consultant" in the Terms of Reference also means "Consulting Team" and includes any combination of individuals, firms, companies or corporations party under the accepted contract. The Consultant will appoint a senior professional in the Lead Firm as the Consultant Team Leader, who will be the City's main contact and who will be responsible for the coordination of all consulting resources retained under the accepted contract. The Consultant Team Leader and Lead Firm will be responsible for invoicing the City and the disbursement of fees to the Sub-Consultants. Any subsequent changes or substitutions to the consulting team will require the written approval of the City of Richmond Hill.

All consultants/project team members must declare that they have no conflict of interest while undertaking this project. Conflict of interest in relation to the performance of the contractual obligations contemplated in this terms of reference could arise where the individual's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations. Should there be a conflict of interest or perceived conflict of interest, this should be declared and details of the conflict and how it could be mitigated should be provided to the City.

2.5 Qualifications

The Consultant will bring multi-disciplinary expertise and experience to the project. The following areas of expertise are expected:

- Project management
- Public consultation design and delivery
- Stakeholder management and facilitation
- Land Use Planning (Official Plan Reviews)
- Communications planning and management
- Meaningful social media utilization (including preparation of video media)
- Public engagement surveys (including on-line and paper)
- Public open house and workshop leadership
- Oral Presentation delivery to the public and council
- Research and policy development
- Report writing
- Data management

2.6 Timing

The targeted completion of the study is approximately twenty-four months from the date of Contract execution. It is expected a public hearing regarding the Draft Official Plan update will be held in Q1-2021, with a recommendation to Council for adoption in Q2-2021. Prior to commencing work on the project, the Consultant will submit for the approval of the Project Team a finalized work plan, which will assign the final dates to the completion of various milestone tasks on the timeline. No chargeable work shall commence prior to the approval of the finalized work plan and the City of Richmond Hill shall not be responsible for any costs associated with its finalization. The Consultant will be required to provide a set hourly fee for any members of the project.

2.7 Disbursement of Fees

As noted above, the Consultant will be required to submit a payment schedule prior to commencing the project.

Invoices will be required to contain the following minimum information:

- Description and explanation of work undertaken in each invoice time period;
- Personnel employed and hours expended by the hourly rate;
- Disbursements;
- Total fee for each invoice;

- Budget expended to-date and remaining budget; and
- Percentage of work and extent of phase or partial phase completed.

2.8 Budget

The upset budget for scope of this work is \$200,000, (does not include taxes). This includes all of the work undertaken by the Consultant, including the production of the deliverables required by this Terms of Reference.

The Consultant shall not exceed the budget or undertake any work that would cause the budget to be exceeded without written permission from the City of Richmond Hill. Such permission shall be required for any phase or component of the study, as set out in the approved work plan.

2.9 AODA Obligations

In accordance with the City's obligations pursuant to Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*, the Supplier will be required to ensure that all its employees, agents, volunteers, or others for whom at law it is responsible, receive training in relation to the provision of those applicable Deliverables to persons with disabilities.

Appendix 1 – Preliminary List of Resources

The following information and material is available to the Respondent:

- [Richmond Hill Strategic Plan \(April, 2016\)](#)
- [Richmond Hill Official Plan \(July, 2010\)](#)
- [SocioEconomic Study 2019](#)
- [Ward Profiles](#)
- [Yonge and Bernard KDA background information and status information](#)
- Staff Report SRPRS.19.153 – Official Plan Update

Additional material to be made available:

- Official Plan Update Work Plan
- 2010 Official Plan Consultation work plan and consultation materials
- Comprehensive Zoning By-law Work Plan
- Transportation Master Plan Work Plan
- Affordable Housing Strategy Work Plan
- Sustainability Metrics Update Work Plan
- Yonge and Bernard KDA Work Plan
- Richmond Hill Centre Secondary Plan Work Plan
- Community Energy and Emissions Plan Work Plan
- GIS Mapping
- 3D Modelling of existing City and some future development scenarios
- City of Richmond Hill Web content guidelines