



Staff Report for City Manager Delegated Authority

Date of Report: December 18, 2023

Report Number: SRPBS.23.048

Department: Planning and Building Services

Division: Development Planning

Subject: SRPBS.23.048 Non-Competitive Acquisition of Consulting Services for a Housing Accelerator Fund Initiative

Purpose:

To seek approval for a single-source, non-competitive acquisition for professional consulting services to undertake work pertaining to a Housing Accelerator Fund initiative, in accordance with the City's Procurement By-law No.113-16.

Recommendation(s):

- a) That the contract for the provision of professional consulting services to undertake work pertaining to a Housing Accelerator Fund initiative be awarded non-competitively to Gladki Planning Associates Inc. at a cost not exceeding \$420,000.000 (exclusive of taxes and inclusive of contingency), pursuant to Appendix "B", Part II, section (b) of the Procurement By-law No. 113-16; and,
- b) That the Commissioner of Planning and Building Services be authorized to execute any and all necessary documentation to affect the contract.

Contact Person:

Anna Henriques, Manager of Development Zoning

Report Approval:

Submitted by:

A handwritten signature in black ink, appearing to read "Deborah Giannetta".

Deborah Giannetta, Acting Director, Development Planning

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Approved by:



Gus Galanis, Acting Commissioner, Planning and Building Services

Approved by:



Darlene Joslin, City Manager

Background:

Housing Accelerator Fund

The Housing Accelerator Fund (HAF) is a Federal program offered by the Canada Mortgage and Housing Corporation (CMHC) that provides municipalities with funding to undertake various initiatives to increase housing supply. A primary objective of the program is to make it easier to build more housing that is affordable, particularly missing middle housing. The program also promotes the development of complete, low-carbon and climate resistant communities that are affordable, inclusive, equitable and diverse.

The City applied for funding from the HAF program and put together an action plan with a number of initiatives to support the program's objectives. In response to the City's HAF application submission, the Federal Government requested that the City include additional initiatives in their action plan to support HAF objectives in order to receive funding.

Accordingly, on Oct 25, 2023, Council passed a motion (refer to Attachment 1) directing that staff prepare an amendment to the City's Official Plan and Zoning By-laws to:

- permit up to four (4) residential units per lot where additional residential units are presently permitted; and,
- permit up to four (4) storeys as-of-right within an MTSA along the Yonge Street and Highway 7 priority transit corridors where there is a mixed-use centre or corridor designation in the Official Plan and where three (3) storeys or greater is permitted.

The Council motion also directed that staff conduct community and stakeholder consultation and undertake an assessment of the impacts to infrastructure in consideration of the proposed Official Plan and Zoning By-law Amendments in an expeditious manner prior to making a recommendation to Council.

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Subsequent to the Council motion, the Federal Government confirmed that the City's HAF application was approved with the two (2) new initiatives as directed by Council on October 25, 2023. An agreement between the City and Federal Government has been executed which outlines agreed upon key milestones for each initiative in the City's action plan.

Consultant Work Required to Undertake HAF Initiatives

In response to Council's approved motion on October 25, 2023, staff recommend that a consultant be retained to undertake work on the HAF initiatives and that a contract be awarded non-competitively. This approach is recommended to ensure that the required work is completed expeditiously as directed by Council and to ensure that the agreed upon milestones in the agreement executed by the City and the Federal Government are met. It is noted that the executed agreement requires completion of work on the subject HAF initiatives by January 2025.

The City's Procurement By-law 113-16 [Appendix B, Part II, section (b)] permits non-competitive single source acquisitions where unforeseen and urgent circumstances exist and required goods and services cannot be obtained expeditiously by means of competitive procurement. Due to the urgency of the work and the importance of completing it by January 2025 in order to secure funding from the Federal Government, sufficient time is not available to undertake a competitive procurement process.

On this basis, staff require professional consulting services to conduct a comprehensive review and undertake community consultation to inform recommendations on proposed Official Plan and Zoning By-law amendments to implement the aforementioned initiatives.

To inform the proposed Official Plan and Zoning By-law amendment recommendations, a thorough review of the existing planning policy and zoning context in the City is required as well as a detailed technical assessment of potential impacts to infrastructure and services.

A scope of work document was prepared by staff outlining key tasks and deliverables to be completed by the consultant. The scope of work was provided to three (3) Planning consultants invited to prepare a proposal for staff review. Three (3) proposals were received and reviewed by the City's Planning and Engineering staff.

Recommendation for Non-competitive Single Source Contract

Staff recommend awarding a non-competitive single source contract to Gladki Planning Associates Inc. in the amount of \$420,000.000 (exclusive of taxes and inclusive of contingency).

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After careful review and consideration of the three (3) proposals, staff recommend that the contract be awarded to Gladki Planning Associates Inc. which has assembled the following team of sub-consultants to complete the required work as outlined in their proposal:

- LGA Architectural Partners (Architecture and Urban Design)
- TYLin Group (Engineering)
- Aird and Berlis (Legal)

Together, Gladki Planning Associates Inc. and their sub-consultants have developed a thorough and well thought out proposal that:

- exhibits their knowledge, expertise and experience with gentle intensification and their ability to address challenges with innovative solutions;
- demonstrates their understanding of the planning context in Richmond Hill and builds upon their previous work completed for the City on Phase 1 of the Comprehensive Zoning By-law Project (Background Research) including, but not limited to, the preparation of a technical paper on Additional Residential Units;
- leverages and builds upon previous work undertaken for the City on servicing infrastructure and capacity as part of the Urban Master Environmental Servicing Plan (“UMESP”);
- highlights their commitment to engagement and collaboration with the community and various stakeholders in achieving positive planning outcomes; and,
- emphasizes the importance of visualization tools when considering potential implementation scenarios.

The work plan proposed by the Gladki team incorporates all of the minimum required tasks and deliverables as outlined in the scope of work and adheres to the required timeline for completion of work by January 2025. Below is a summary of the proposed work plan including key tasks and deliverables:

Phase 1: Project Kick-Off

The purpose of this phase is to discuss with City staff the overall project expectations, clarify roles and responsibilities and consider potential refinements to the work plan prior to commencing work on the project.

Key Deliverable(s):

- Final work plan – detailed work plan with tasks, milestones and deliverables including community consultation events and meetings with City staff.

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Phase 2: Assumptions and Parameters:

The purpose of this phase is to consult with staff to confirm the scope, parameters and assumptions for the background analysis, community consultation and impact assessments to guide work on future phases of the project.

Key Deliverable(s):

- Memo – outlining scope, parameters and assumptions for work on future phases of the project.
- Consultation and Engagement Plan - a detailed plan outlining community and stakeholder engagement sessions as well as a web and social media strategy.

Phase 3: Background Analysis

The purpose of this phase is to complete background research and analysis on the existing planning policy context and current conditions in the City. This will include a review of the City's Official Plan policies and Zoning regulations as well as a review of building permit and development application data to understand the current uptake of additional residential units in the City. Included as part of this phase is a review of precedents in other municipalities to identify trends related to additional residential units, gentle intensification and missing middle housing.

Key Deliverable(s):

- Memo – outlining findings of background research and analysis to inform future work on potential issues and options (Phase 4).

Phase 4: Identification of Issues and Options

The purpose of this phase is to identify potential issues and challenges to consider related to permissions for 4 (four) units and 4 (four) storey building typologies along the Yonge Street and Highway 7 corridors (i.e. parking, transportation, servicing, etc.). Another key component of this phase is the identification of potential measures and options to address and mitigate recognized issues and challenges and how zoning permissions may need to vary based on local context and conditions.

Key Deliverable(s):

- Presentation – outlining issues and options including 3D visualizations of various building typologies.

Phase 5: Consultation and Engagement

The purpose of this phase is to implement the Consultation and Engagement Plan by:

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- informing the public, stakeholders and Council of the project including potential issues and options to be considered; and,
- obtaining input on potential issues and options to inform future recommendations to Council.

Key Deliverable(s):

- Two (2) in-person and one (1) virtual community engagement events;
- One (1) in-person Council workshop/education session;
- Social media campaign to provide information on project and engagement events; and,
- Dedicated project webpage on City website.

Phase 6: Preferred Option and Assessment of Impacts

The purpose of this phase is to identify a preferred option for permitting four (4) units where three (3) units are presently permitted and four (4) storeys along Yonge Street and Highway 7 where three (3) storeys are presently permitted. This will include the identification of appropriate built form policies and standards to be incorporated into the Official Plan and Zoning By-law amendments to mitigate potential issues and to ensure that future development is context-sensitive and represents good planning.

A detailed technical assessment of servicing infrastructure, transportation and parking impacts will also be undertaken during this phase based on the preferred option and recommendations for addressing impacts will be provided.

Key Deliverable(s):

- **Memos (Built Form, Transportation and Parking and Infrastructure Servicing)** – outlining recommendations on:
 - technical requirements and standards to be incorporated into the Official Plan and Zoning By-law amendments to support proposed permissions for four (4) units and four (4) storeys;
 - parking regulations to support the proposed Official Plan and Zoning By-law permissions and the need and scope of further transportation analysis; and,
 - potential impacts to infrastructure and services.

Phase 7: Draft Official Plan and Zoning By-law Recommendations

The purpose of this phase is present the draft Official Plan and Zoning By-law recommendations to the public and Council for input at a Public Meeting.

Key Deliverable(s):

- Draft Recommendations Report and Presentation
- Summary of public input

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Phase 8: Final Recommendations and Official Plan and Zoning By-law Amendments

The purpose of this phase is to present the final Official Plan and Zoning By-law Amendments to Council for approval.

Key Deliverable(s):

- Final Recommendations Report and Presentation
- Final Official Plan and Zoning By-law Amendments

Should approval be granted to award a single source non-competitive contract to Gladki Planning Associates Inc., work on the HAF initiatives will commence as soon as possible in January 2024.

Financial/Staffing/Other Implications:

Since this initiative will be funded entirely from the Housing Accelerator Fund grant, there are no tax impacts resulting from this staff report. In-kind resource contributions from the City will be required as staff become involved, as needed, on the technical advisory team and at consultation workshops as the recommendations are being developed.

Relationship to Council's Strategic Priorities 2020-2022:

The recommendations of this report are aligned with the strategic priority of **Balancing Growth and Green** by recognizing the importance of ensuring that development takes place in an orderly and efficient manner while also being sensitive to local conditions and presenting good planning.

Climate Change Considerations:

Although there are no direct climate change impacts related to request in this staff report, the proposed initiative to facilitate more housing through gentle intensification is part of the City's approach to achieving more sustainable, complete communities that are walkable and transit-oriented. Generally, more compact mixed-use forms of development located close to transit help to reduce auto-dependency and promote more sustainable forms of active transportation. These best practices help to mitigate greenhouse gas emissions that contribute to climate change.

Conclusion:

Staff are seeking approval to award a single source contract for the provision of professional consulting services to undertake work pertaining to a Housing Accelerator Fund initiative. Following a thorough review of bids received to date, it is recommended that the contract be awarded non-competitively to Gladki Planning Associates Inc. at a cost not exceeding \$420,000.000 (exclusive of taxes and inclusive of contingency), pursuant to Appendix "B", Part II, section (b), of Procurement By-Law No. 113-16.

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Attachments:

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

Attachment 1 – October 25, 2023 Council Resolution

October 25, 2023

C#37-23

17. Emergency/Time Sensitive Matters

17.1 Member Motion - Mayor West - Housing Accelerator Fund

Moved by: Mayor West
Seconded by: Councillor Thompson

Whereas the City of Richmond Hill, the Region of York and other municipalities across Ontario and Canada are facing an affordable housing crisis, due to a number of external factors;

And Whereas City of Richmond Hill Council passed the [Affordable Housing Strategy](#) which is a multi-phased and multi-pronged strategy for the City to work with the building and development, and non-profit sector to create affordable housing in the private housing market in Richmond Hill and be consistent with good planning principles;

And Whereas Council has appointed seven members to the [Affordable Housing Implementation Committee](#) comprised of two members of Council and five members representing key stakeholder groups involved in the provision of affordable housing to advise staff and Council on ways to address this crisis;

And Whereas the Federal Government has made funds available through the Housing Accelerator Fund (HAF) to provide funding to local governments for initiatives aimed at increasing affordable housing supply and supporting the development of complete, low-carbon and climate-resilient communities that are affordable, inclusive, equitable and diverse;

And Whereas in [2021 Council acted and adopted an amendment to the Official Plan and permit up to 3 residential units](#) on a ground-related residential property;

And Whereas the [Province of Ontario, through Bill 23, the More Homes Built Faster Act, 2022](#), has allowed up to 3 residential dwelling units on a “parcel of urban residential land” containing a single detached house, semi-detached house or townhouse.

And Whereas the City has received correspondence from the Federal Minister of Housing, Infrastructure and Communities dated October 16, 2023 (copy attached to the Motion) in response to Richmond Hill's application for funding under the HAF program indicating that in order to unlock further housing supply in Richmond Hill and to meet the goals of the funding program, in addition to the action items proposed by the City, the City is requested to:

- Legalize four units as-of-right city-wide; and
- Allow up to four storeys as-of-right within 800 metres of rapid transit and where MTSA's do not extend to a walkable radius of 800 metres.

And Whereas the majority of the City's Major Transit Station Areas (MTSA) along the Yonge Street and Highway 7 priority rapid transit corridors generally represent an 800 metre distance around the corresponding transit station which is equivalent to a 10 minute walk;

And Whereas each MTSA is unique, and may have unique historical, environmental and/or established physical contexts and community fabric that positively influences built form within the MTSA;

And Whereas the City's Affordable Housing Strategy recommends that staff explore the use of a Community Improvement Plan to incentivize purpose-built rental, additional residential units, and affordable housing, in areas where inclusionary zoning is applied, or city-wide (Action 5.1);

And Whereas, due to ongoing meetings with government officials occurring prior to the October 25, 2023 Council meeting, it was not possible to submit this Member Motion to the Clerk by noon one (1) week prior to the Meeting as required by Section 5.4.4(b) of the Procedure By-law;

And Whereas the Housing Accelerator Fund is a matter related to a significant financial deadline that requires a decision or direction from Council prior to the next regular meeting of Council on November 8, 2023;

Now Therefore Be It Resolved That:

1. Council direct staff to propose an amendment to the City's Official Plan and Zoning By-law to permit up to four (4) residential units on a property wherever zoning permits single detached, semi-detached or townhouse dwelling units. The implementing zoning by-law may prescribe additional criteria such as servicing capacity to support the proposed units for consideration by Council as soon as permitted by the statutory requirements of *The Planning Act*.

2. Council direct staff to propose an amendment to the City’s Official Plan and Zoning By-Law to allow up to four (4) storeys “as-of-right” within an MTSA along the Yonge Street and Highway 7 priority transit corridors where there is a mixed-use centre or corridor designation in the Official Plan with permissions for building heights of 3 storeys or greater.
3. Council direct staff on an expedited basis to conduct community and stakeholder consultation and assessment of impacts to infrastructure capacity be undertaken as part of this work to obtain feedback prior to making a recommendation to Council.
4. Council direct staff to further engage the Federal and Provincial Government to explore all opportunities including incentivizing residents with programs that would allow the City to expedite and deliver affordable housing units to ensure Richmond Hill is a community with a number of housing options for current and future residents.

Carried Unanimously

18. By-laws

Moved by: Regional and Local Councillor Chan
Seconded by: Councillor Cui

That the following By-laws be approved:

By-law 94-23 - A By-law to Authorize Fees or Charges for Certain Services (Tariff of Fees By-law)

By-law 115-23 - A By-Law to assume aboveground and belowground municipal services; assume lands as public highway; establish lands as public highway

By-law 118-23 - A By-law to Amend By-law 2325-68, as amended, of the former Township of Markham and By-law 55-15, as amended, of the Corporation of the City of Richmond Hill

Carried Unanimously

19. Closed Session

19.1 Resolution to Move into Closed Session and General Nature Thereof:

Moved by: Councillor Thompson
Seconded by: Councillor Shiu

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