



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Laura Loney, Senior Heritage Planner

DATE: May 5, 2021

REPORT NO.: PD-2021-0032

RE: Cultural Heritage Master Plan – Award of Contract

RECOMMENDATION:

THAT Report No. PD-2021-0032 dated May 5, 2021 regarding the Cultural Heritage Master Plan – Award of Contract be received;

AND FURTHER THAT Council approve the award of the Request for Proposal of the Cultural Heritage Master Plan to ERA Architects Inc., 625 Church St. Unit 600, Toronto, ON, M4Y 2G1, in the amount of \$144,885.00 (excluding HST);

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a Purchase Order in the amount of \$144,885.00 (excluding HST) for consulting services for the Cultural Heritage Master Plan as per Request for Proposal #P-048-21.

BACKGROUND:

The Terms of Reference for the Cultural Heritage Master Plan (CHMP) were approved by the Acting CAO through delegated authority. The Town allocated \$150,000 to undertake the Cultural Heritage Master Plan, which was approved by Council in the 2021 Capital Budget.

The main purpose of the CHMP is provide the tools to identify, protect, and celebrate the Town's rich and diverse cultural heritage resources. It will also provide comprehensive guidance for the management of identified cultural heritage resources, including, but not limited to, cultural heritage landscapes, properties designated under Parts IV and V of the Ontario Heritage Act, and properties that are listed on the Town's Heritage Register. The following objectives for the CHMP were identified in the Terms of Reference for the RFP:

- Articulate the goals of heritage conservation in Halton Hills;
- Develop a cohesive vision that reflects the values of the community and proposes a strategic approach to heritage conservation and the management of the Town's built heritage, cultural heritage, archaeological resources, and natural/cultural heritage landscapes and streetscapes;
- Establish a relationship through meaningful engagement and consultation with Indigenous communities, and identify and conserve resources that have value for these communities;
- Identify potential cultural heritage landscapes (including Heritage Conservation Districts) that contribute to the heritage value of the Town;
- Establish policies for the identification, conservation, and ongoing stewardship of the Town's cultural heritage resources that build upon and complement the Town's existing policy framework, where appropriate, and recommend revisions to this framework to achieve heritage conservation objectives as required;
- Review current research and best practices that can be used by Council and municipal staff when making decisions relating to the conservation of cultural heritage resources in the Town, including recommendations in regards to the ongoing evaluation of cultural heritage resources and the update/review of the Town's Heritage Register;
- Identify strategies to identify and overcome barriers to the conservation of the Town's cultural heritage resources;
- Recommend approaches for the prioritization of research, evaluation and designation of significant individual cultural heritage resources that are currently listed on the Town's Heritage Register, or those properties that have been identified as potential significant cultural heritage resources through prior studies and review within the Town.

The Terms of Reference outlined the expectation that the Cultural Heritage Master Plan will be developed over two phases.

Phase 1 will consist of the Consultant collecting and reviewing all relevant background information, undertaking initial notification and consultations with the key stakeholders, and reviewing the municipal policy framework. An Existing Conditions Report will be prepared including a review of policies and their implications on the study, an overview of the history of the Town of Halton Hills, and identification of the Town's existing inventory of cultural heritage resources including the Heritage Register and previously identified potential cultural heritage resources.

Phase 2 of the Cultural Heritage Master Plan will involve the further analysis of key findings identified during Phase 1 and the preparation of the draft and final versions of the Cultural Heritage Master Plan for final approval by Council. Public and key stakeholder engagement will take place throughout both Phases.

COMMENTS:

Request for Proposal Process

A Request for Proposal (RFP) for the Cultural Heritage Master Plan #P-048-21 was issued on March 12, 2021. Bids were posted on the Town's website and advertised on www.bidsandtenders.ca. In total, 14 firms downloaded the bid.

By the RFP closing date of April 6, 2021, the Town received proposals from four (4) consulting teams:

- MacNaughton Hensen Britton Clarkson Planning (MHBC), in association with George Robb Architect and Wendy Shearer Landscape Architect;
- ERA Architects (ERA), in association with Lisa Prosper;
- Letourneau Heritage Consulting (LHC), in association with Bray Heritage and Inclusive Voices; and,
- Archaeological Research Associates Ltd. (ARA), in association with Civicplan.

The proposal was assessed against the following evaluation criteria:

- Experience and Consultant Team Qualifications:
 - Experience and success of the consultant team in conducting municipal studies of similar scope and scale (i.e., master plans, cultural heritage landscape inventories, heritage conservation district studies);
 - Experience and success of the consultant team in designing and facilitating meaningful public, stakeholder, and Indigenous engagement;
 - Local knowledge.
- Approach, Methodology and Value Ad:
 - Work plan and deliverables meeting the Town's requirements as described in the Request for Proposal;
 - Overall public and stakeholder engagement strategy;
 - Understanding of local strengths, weaknesses, opportunities, and threats; and,
 - Compliance with the project timeframe.
- Work Schedule and Fees
 - Appropriateness of the fee proposal, inclusive of a breakdown of hourly and total costs, by task, by consultant team member, as well as costs for any disbursements.

The review of the proposal and interview was facilitated by the Senior Manager of Purchasing and Risk Management and evaluated by the Project Team for the Study. The consultant team attended an interview with the Project Team, which provided the proponent with an opportunity to outline their proposed work plan and highlight their experience and skills and allow the Project Team to ask for clarification on the proposed work plan and engagement strategies.

Based on the review and evaluation of the proposal received and interview conducted, staff recommends that ERA together with Lisa Prosper be awarded the contract to complete the Cultural Heritage Master Plan.

Recommended Consultant Team

ERA's proposal contains a clear and detailed work plan that clearly responds to the Terms of Reference for the Cultural Heritage Master Plan. The work plan anticipates completion of the Study within a timeframe of 24 months from commencement.

Consultant Team Qualifications and Experience:

As the lead project consultant, ERA has partnered with Lisa Prosper to complete the Cultural Heritage Master Plan.

The consulting team has extensive knowledge of the issues surrounding cultural heritage in Ontario and have over 30 years of significant experience in the heritage field. ERA has a depth of experience with and expertise in large-scale heritage resource management projects, including cultural heritage landscape surveys, built heritage inventories and heritage conservation districts. The firm has developed several specialized suites of tools to conserve cultural heritage resources while considering community empowerment and environmental sustainability. The project team's external advisor, Lisa Prosper, has extensive experience as a cultural heritage landscape specialist and Indigenous heritage consultant across Canada and has collaborated with ERA on several projects integrating Indigenous perspectives into planning projects.

Approach, Work Plan, and Understanding of Issues:

ERA's proposal demonstrated a clear understanding of the objectives of the Cultural Heritage Master Plan objectives outlined earlier in this report. ERA's proposed approach shows an understanding of the complexities of heritage planning in communities like Halton Hills and emphasizes the importance of meaningful public consultation to develop a plan that will work for the Town. The proposal emphasizes many opportunities and many ways for the community, and specifically Indigenous communities, to participate in the project.

RELATIONSHIP TO STRATEGIC PLAN:

The Strategic Plan sets the Corporate Mission, Strategic Directions and Goals of the Town. The purpose of the Cultural Heritage Master Plan directly aligns with the following values in the Strategic Plan 2019-2022:

Preserve, Protect & Promote our Distinctive History

To preserve the historical urban and rural character of Halton Hills through the conservation and promotion of our built heritage, cultural heritage landscapes and archaeological resources.

Achieve Sustainable Growth

To ensure that growth is managed so as to ensure a balanced, sustainable, well planned community infrastructure and services to meets the needs of its residents and businesses.

The report is also closely linked with several Focus Areas/Priorities, including Shaping Growth.

FINANCIAL IMPACT:

ERA's proposal adheres to the budget established for this project, inclusive of disbursements (\$147,434.97 including non-refundable HST). The Town has allocated \$150,000 (including HST) to undertake the Cultural Heritage Master Plan.

CONSULTATION:

Staff worked in conjunction with Town Purchasing staff from the Corporate Services department as well as staff from Planning & Development, Climate Change & Asset Management, Communications, and Economic Development & Culture, and they agree with this recommendation.

PUBLIC ENGAGEMENT:

No public engagement was required in the preparation of this report.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation. This report supports the Cultural Vibrancy pillar(s) of Sustainability and the theme of Valued Heritage Legacy. In summary the alignment of this report with the Community Sustainability Strategy is Good.

COMMUNICATIONS:

A Let's Talk Halton Hills page has been created for ongoing Heritage Planning projects. Staff will update this page to announce the launch of the Cultural Heritage Master Plan study and will use the platform to message future public consultation opportunities throughout the development of the Cultural Heritage Master Plan. Members of the public will have an opportunity to engage as members of the Steering Committee, and an advertisement seeking membership will be released in the early stages of the project.

CONCLUSION:

Staff recommends awarding the contract for the Cultural Heritage Master Plan to ERA Architects Inc. in association with Lisa Prosper (Proposal # P-048-21).

The consulting team has extensive experience identifying cultural heritage resources and identifying policy tools and conservation approaches tailored to those specific resources. The team offers a qualified and experienced team in large-scale cultural heritage resource management projects, including cultural heritage landscape surveys, built heritage inventories and heritage conservation districts. The team's proposal clearly aligns with the objectives of the Cultural Heritage Master Plan and Town's expectations, as defined in the project Terms of Reference.

Reviewed and Approved by,

A handwritten signature in cursive script that reads "Bronwyn Parker".

Bronwyn Parker, Acting Commissioner of Planning and Development

A handwritten signature in cursive script that reads "C. Mills".

Chris Mills, Acting Chief Administrative Officer