



REPORT

REPORT TO: Mayor Bonnette and Members of Council

REPORT FROM: Bronwyn Parker, Manager of Planning Policy

DATE: November 26, 2019

REPORT NO.: PLS-2019-0080

RE: Employment Land Needs Study – Scope Increase

RECOMMENDATION:

THAT Report No. PLS-2019-0080, dated November 26, 2019, with respect to the Employment Land Needs Study – Scope Increase, be received;

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to increase the purchase order by \$15,000 (plus HST) to \$102,500 (plus HST);

AND FURTHER THAT Council authorize the transfer of \$15,264 from the Tax Rate Stabilization Reserve to fund this shortfall.

BACKGROUND:

Through the 2018 Capital Budget process, Council approved the development of a land use planning study to evaluate the employment land needs of the Town of Halton Hills to the 2041 planning horizon, in keeping with Provincial planning direction. The necessity of completing the Employment Land Needs Study was identified in the Planning and Sustainability Department 2018 Business Plan, as a 2018-2019 initiative.

In early 2018, staff brought forward report PLS-2018-0010 regarding the Terms of Reference for the Employment Land Needs Study which was ultimately endorsed by Council.

A Request for Proposal was issued and Watson & Associates along with Macaulay Shiomi Howson were awarded the contract at a total cost of \$87,500 (plus HST). Given the total dollar value was less than \$100,000.00 (which is the threshold upon which Council must approve the award of contract), the Chief Administrative Officer approved the project award. Watson & Associates was then retained by the Town to complete the necessary work.

COMMENTS:

Over the past 18 months, Planning staff has worked alongside the project consultant for the Employment Land Needs Study as per the Terms of Reference approved by Council in 2018. However, as Council is aware, there have been significant changes to the land use planning framework throughout Ontario in the past year. These changes to numerous provincial policies, coupled with the recently announced re-initiation of the GTA West EA Corridor have resulted in necessary revisions to the scope and deliverables for the Employment Land Needs Study in order to appropriately evaluate the Town's employment land needs to the 2041 planning horizon.

The additional work completed is primarily related to technical adjustments and changes to the Phase 1 component of the work plan which was originally completed in February 2019. Key additional tasks relate to provincial policy updates (Growth Plan, 2019), adjustments to assumptions regarding employment land supply impacts associated with the GTA West Corridor, and other technical assistance related to the Town's employment lands supply and demand.

Given the increase in scope will now result in a project total budget over \$100,000, staff are seeking Council approval for the request.

RELATIONSHIP TO STRATEGIC PLAN:

The recommendations within this report support various goals of the Town's Strategic Plan, including the following Strategic Objectives:

C.1 – To ensure an adequate supply of employment lands to provide flexibility and options for the business community and provide a range of job opportunities.

G.8 – To promote the identification of strategic employment land reserves to accommodate employment growth beyond 2031.

FINANCIAL IMPACT:

The total project budget will now increase by \$15,000 from the originally awarded \$87,500 to \$102,500 (plus HST). Staff are proposing that the additional \$15,264 (including the non-refundable portion of HST) come from the tax rate stabilization reserve.

CONSULTATION:

Planning staff have consulted with staff from the Purchasing & Risk Management and Accounting division of the Corporate Services Department regarding this report.

PUBLIC ENGAGEMENT:

There is no public engagement required at this stage.

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.

The recommendations outlined in this report are linked to the Economic, Environmental and Social Pillars. The alignment of this report with the Community Sustainability Strategy is Good.

COMMUNICATIONS:

Staff will advise Watson & Associates that the overall project budget has been increased by the request \$15,000 (plus HST) subsequent to Council's approval of this report.

CONCLUSION:

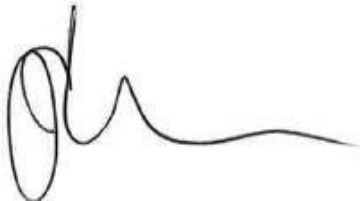
Significant changes to the land use planning framework throughout the Province of Ontario have taken place over the past year. These changes have resulted in significant revisions to various provincial plans and land use policies, including the re-initiation of the GTA West Corridor Environmental Assessment. These policy changes have resulted in necessary revisions to the scope and deliverables for the Employment Land Needs Study in order to appropriately evaluate the Town's employment land needs to the 2041 planning horizon.

In order to finalize the Employment Land Needs Study and position the Town appropriately as we engage in Halton Region's Integrated Growth Management Strategy process, staff are requesting Council approval of the \$15,000 (plus HST) increase in project budget and purchase order.

Reviewed and Approved by,



Simone Gourlay, Senior Manager of Purchasing and Risk Management



John Linhardt, Commissioner of Planning and Development



Brent Marshall, Chief Administrative Officer