

Committee of the Whole (2)

DATE: Tuesday, June 21, 2022

WARD(S): ALL

**TITLE: SINGLE SOURCE AWARD APPROVAL FOR DEVELOPMENT
REVIEW PROCESS TRANSFORMATION SUPPORT**

FROM:

Haiqing Xu, Deputy City Manager, Planning and Growth Management

ACTION: DECISION

Purpose

To support the rapid growth Vaughan is experiencing compounded by the recent changes and impacts introduced with Bill 109, the City would like to enter into a Single Source Award Contract valued at \$195,000.00 with KPMG LLP. The City is seeking assistance with: developing standard operating procedures (SOPs) for the development review process; reviewing and developing and/or revising the processes and procedures involved in the development review process specifically for the key application types impacted by Bill 109; and developing a case management toolkit for City staff, including a) Application circulation guidelines; b) Standardized commenting matrix and templates; c) Standardized information, documentation, markups, etc. required for application types; and d) Formalized meeting structures.

Report Highlights

- The City is seeking to enter a single source contract greater than \$100,000.
- To leverage funding granted through the Streamline Development Fund, the City must complete development review process improvements by February 2023.
- Additionally, in response to impacts introduced through Bill 109, improvements and changes are required for related development review processes by January 1, 2023.
- KPMG LLP recently completed a comprehensive review of development processes and policy formulation, providing 27 recommendations for improvement thus, is well equipped under the tight timelines to undertake implementation of many recommendations by the funding and legislative deadlines.

Recommendations

1. That the City Manager be authorized to award a single source contract greater than \$100,000 to assess and implement development planning improvements.
2. Retain the services of KPMG LLP to continue and complete work related to standard operating procedures, case management tools and process changes in response to Bill 109 for development planning by December 31, 2022.

Background

In April 2021, the City retained KPMG LLP (KPMG) to conduct a comprehensive assessment of its development review and policy formulation processes. The objective of the assessment was to identify recommendations to help ensure that Vaughan's development review and policy formulation processes are efficient, effective, and customer focused. The report included 27 distinct recommendations to help Vaughan scale operations to match the increasing complexity and volume of development it is experiencing. Additionally, the introduction of Bill 109 and the required changes to the development review process have expedited the need to review and revise processes to meet the deadline of January 1, 2023. Given KPMG's in-depth understanding of Vaughan's development review and policy formulation processes and deep leading practice experience, we believe they are uniquely positioned to assist.

Previous Reports/Authority

<https://www.vaughan.ca/cityhall/departments/dp/General Documents/Comprehensive Review of Development Review and Policy Formulation.pdf>

Analysis and Options

In order to maximize the full value of the grant, the City must spend and complete work by the Provincial funding deadline of February 2023. Additionally, the unique alignment of leveraging the Streamline Development Fund in combination with changes and impacts introduced through Bill 109, creates an advantageous and much needed opportunity to leverage KPMG's expertise and recent experience assessing Vaughan's development review processes.

The urgency of this work and process assessment is necessary in order to meet the January 1, 2023, deadline for implementing application approval changes introduced by Bill 109. An RFP for this work would not be feasible considering the timelines and potential costs hence why a single source award is preferred.

Financial Impact

The City will leverage funding granted through the Streamline Development Fund to cover the cost of this work valued at \$195,000 as scoped by KPMG LLP. Funds have been allocated for this scope of work however, the value of the proposed contract exceeds the allowable threshold of a Single Source Award of \$100,000 thus, Council approval would be required to enter into such a contract.

Conclusion

To help further develop, analyze and expedite recommendation implementation included in the Comprehensive Review of Development Review and Policy Formulation's Final Report and introduction of Bill 109 changes, the City is seeking to enter a single source contract greater than \$100,000 with KPMG LLP. The City has allocated and will leverage funding through the Streamline Development Fund granted in early 2022 to offset the costs associated with the proposed work. Strict timelines and costs associated with the work required to improve development review processes, obliged us to consider a single source award rather than a request for proposal. If granted, the City can move quickly to mobilize a project team to support the enhancements and improvements recommended, as well as the processes impacted by development review approval changes. It is expected that the proposed work with KPMG will be completed by December 31, 2022.

For more information, please contact: Nancy Tuckett or Christina Bruce.

Attachments

1. Comprehensive Review of Development Review and Policy Formulation, KPMG November 2021

Prepared by

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Christina Bruce, Director of Policy Planning & Special Programs, ext. 8231

Approved by

A handwritten signature in black ink, appearing to read 'Haiqing'.

Haiqing Xu, Deputy City Manager,
Planning and Growth Management

Reviewed by

A handwritten signature in black ink, appearing to read 'Nick Spensieri'.

Nick Spensieri, City Manager