

# Staff Report



Development Services Department

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**REPORT TO:** Finance and Corporate Services Committee

**DATE OF MEETING:** June 17, 2024

**SUBMITTED BY:** Rosa Bustamante, Director, Planning and Housing Policy & City Planner, 519-741-2200 ext. 7319

**PREPARED BY:** Carrie Musselman, Senior Environmental Planner, 519-741-2200 ext. 7068  
Matt Rodrigues, Senior Planner, 519-741-2200 ext. 7433

**WARD(S) INVOLVED:** Wards 4 and 5

**DATE OF REPORT:** May 22, 2024

**REPORT NO.:** DSD-2024-254

**SUBJECT:** Increase to Purchase Order 213285 – Dundee North Secondary Plan

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## RECOMMENDATION

**That Purchase Order 213285 – Dundee North Secondary Plan, be increased in the amount \$150,000, plus HST of \$19,500, for a total of \$169,500.**

## REPORT HIGHLIGHTS:

- The purpose of this report is to obtain approval to increase Purchase Order 213285 to reflect the added project scope and extended project timelines.
- The Study Area for the Dundee North Secondary Plan has been expanded by 85% and the project timeline extended by over 3 years to accommodate Regional Official Plan Amendment No. 6 (ROPA 6) which added lands in southwest Kitchener to the Study Area.
- There is sufficient budget in the Capital Budget – Planning Growth Studies to support this request and additional scope of work.
- This report supports **Building a Connected City Together: Focuses on neighbourhoods; housing and ensuring secure, affordable homes; getting around easily, sustainably, and safely to the places and spaces that matter.**

## BACKGROUND:

On October 23, 2020, proposal P20-140 – Professional Services – Technical Work for New Secondary Plan – Dundee North was awarded to CH2M HILL (now Jacobs) at their proposed price of \$378,856.50, including contingencies of \$34,441.50, plus HST, for a total of \$428,107.85 to prepare a new Secondary Plan for the Dundee North lands in southwest Kitchener.

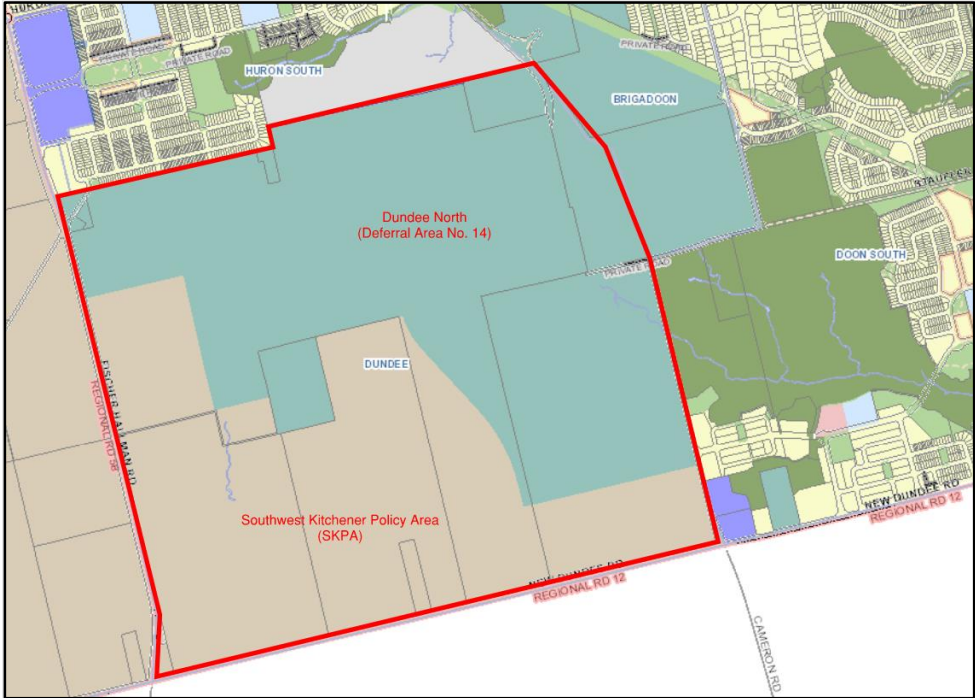
\*\*\* This information is available in accessible formats upon request. \*\*\*  
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

The original project schedule in Jacobs’ detailed workplan included 19 months of project management time, spanning October 2020 to the end of June 2022. The project schedule was subsequently updated in September 2021 with a revised completion date of July 2023. In April 2023, the project schedule was further extended to June 2024. The project was subsequently put on hold in June 2023 pending a Provincial decision on Regional Official Plan Amendment No. 6 (ROPA 6).

To date, Jacobs has completed Phase 1 – Project Planning and Phase 2 – Technical Work. Phase 3, which involves developing land use scenarios alongside City staff, is ongoing.

In the time since initiation of the Secondary Plan process, the Region of Waterloo completed work on ROPA 6, which was the Region of Waterloo’s comprehensive Official Plan amendment to plan for growth to 2051. In May 2024, through Bill 162, Provincial approval was granted to ROPA 6 which included additional lands for urban development in southwest Kitchener – the Southwest Kitchener Policy Area (SKPA) lands.

The SKPA lands are contiguous with the original Dundee North Study Area and warrant inclusion in this planning exercise to comprehensively plan for growth and development in the area. The original Dundee North Study Area (as approved through the settlement of the 2015 ROP) was approximately 242 hectares. The area added to Kitchener’s urban area (i.e., the SKPA lands) through Bill 162 equates to an additional 206 hectares – an 85% increase in Study Area size (**Figure 1**). The approach to including the SKPA lands within this Secondary Plan process has been shared with and supported by the expanded landowners’ group through an updated Project Charter.



**Figure 1** – Updated Study Area shown in red outline (Dundee North lands – blue area, SKPA lands – brown area)

In response to this updated scope and timeline, Jacobs prepared a scope change request to expand the Study Area to include the SKPA lands and the effort required to resume and extend the project with meaningful community and First Nations engagement.

## **REPORT:**

In accordance with the Procurement By-law 2022-109 (Chapter 170 Municipal Code), Council's approval is required to increase the scope of this project as it exceeds the delegated authority of the Chief Procurement Officer.

An increase of \$150,000 is required to expand the scope and timeline of the work currently being undertaken by Jacobs to deliver the remainder of the Dundee North Secondary Plan project and include the SKPA lands. City staff and Jacobs are working to complete the Secondary Plan process by Summer 2025.

## **STRATEGIC PLAN ALIGNMENT:**

This report supports **Building a Connected City Together: Focuses on neighbourhoods; housing and ensuring secure, affordable homes; getting around easily, sustainably, and safely to the places and spaces that matter.**

## **FINANCIAL IMPLICATIONS:**

There is sufficient budget in the Capital Budget – Planning Growth Studies (#59500166) to support this request.

## **COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City's website with the agenda in advance of the council / committee meeting.

## **PREVIOUS REPORTS/AUTHORITIES:**

- N/A

**REVIEWED BY:** Natalie Goss, Manager, Policy & Research

**APPROVED BY:** Justin Readman, General Manager, Development Services

**ATTACHMENTS:** None.