



External Briefing Note

GEORGINA

Subject: Development Design Criteria Review - Project Update

To: Mayor and Council

From: Ben Pressman, Supervisor of Development Engineering

Date: October 30, 2024

Briefing:

The purpose of this briefing note is to provide Council with an update and progress report on the Development Design Criteria Review project approved as part of the 2024 Budget (Business Case 24-CI-DS-01).

Development design criteria are technical guidelines used to standardize and regulate the design and construction of infrastructure in new developments and capital projects. These criteria cover aspects like roads, water supply, wastewater and stormwater systems, grading, utilities, landscaping and environmental protection, ensuring that developments are safe, efficient, and sustainable. By following these criteria, developers and contractors help create infrastructure that aligns with long-term planning goals, meets safety regulations, and serves the needs of the community. A link to the current Development Design Criteria is provided [here](#). The last comprehensive update was completed in 2013, with minor revisions made thereafter.

The objective of this project is to ensure the documents remain relevant and effective in addressing current needs, technologies, and regulatory requirements. Over time, urban growth, environmental concerns, new materials, construction techniques, and evolving standards in sustainability and safety can make existing criteria outdated. Updating the criteria ensures that new developments and capital projects meet modern safety standards, improve infrastructure resilience, enhance environmental sustainability, and reflect best practices. It also helps to streamline processes for stakeholders by providing clear, up-to-date expectations, and ensuring infrastructure meets the long-term needs of the community.

Project Scope

The project scope includes the following:

- Conduct a comprehensive review of current industry standards, incorporating input from various municipalities, stakeholders, external agencies, and the latest technologies.
- Perform an in-depth analysis of the Town's existing Development Design Criteria to identify gaps, outdated practices, and areas for improvement.
- Benchmark the Town's criteria against best practices from York Region and other comparable local municipalities to ensure alignment with Regional and municipal planning frameworks.
- Prepare multiple draft iterations of updated criteria and documents for review and feedback by the project team and key stakeholders.
- Organize a final presentation of the updated Development Design Criteria for the Town, external stakeholders, and the development industry, ensuring all parties are informed and engaged.
- Revise and update all standard engineering drawings to reflect changes, providing both AutoCAD and PDF versions for internal use and external dissemination.
- Develop a structured process for regular, recurring updates to the Development Design Criteria, ensuring continuous alignment with evolving standards and practices.
- Provide a detailed written rationale for each updated or newly recommended criterion, ensuring that decisions are transparent, traceable, and based on sound analysis and stakeholder feedback.
- Finalize and deliver a new set of Development Design Criteria documents that reflect the latest industry best practices and standards, while being shaped and informed by the Town's Corporate Strategic Plan.

Procurement

On April 9, 2024, **GEI Consultants Incorporated**, (formerly GM BluePlan Engineering Limited) was named as the successful respondent and awarded the assignment for a total bid submission price of **\$199,803.00** (exclusive of HST). The procurement process that preceded this award is summarized below:

- On January 31, 2024, a Request for Proposal was issued for this project.
- On February 20, 2024, the question submission deadline was reached.
- On February 28, 2024, four (4) submissions were received by the bid submission deadline.
- On March 6, 2024, the Evaluation Committee conducted technical evaluations of all compliant bid submissions. Two (2) respondents attained the minimum point score to proceed to the presentation and interview stage of evaluations.
- On March 14, 2024, procurement interviews were conducted. After the presentations and interviews were conducted, evaluations were completed, and technical scores were calculated. Only one (1) respondent attained the minimum score to proceed to the financial stage of evaluations. The financial bid submission of the eligible respondent was electronically unsealed, and a final point score was calculated.

- The financial bid submission of the eligible respondent was electronically unsealed, and a final point score was calculated.
- On April 9, 2024, GEI Consultants Incorporated was awarded as the successful proponent.

Project Schedule

Project milestones are presented below for consideration:

1. Project Kick-off: On April 16, 2024, a project kick-off meeting was held with stakeholders to review the project scope, stakeholder requirements and proposed timelines.
2. Vision Workshop: On June 5, 2024, workshop No. 1 was held with stakeholders to outline the vision, schedule and proposed work sequence.
3. Gap Analysis Workshop: On Sept. 18, 2024, workshop No. 2 was held with stakeholders to review the completed 'gap analysis' report which assessed the difference between the current state and the desired future state of Development Design Criteria.
4. Alternatives and Recommendations Workshop: Workshop No. 3 is scheduled for December 18, 2024, with stakeholders to review the completed 'alternatives and recommendations' report which assesses the difference between the current state and the desired future state of Development Design Criteria.
5. Draft Development Design Criteria Workshop: Workshop No. 4 is scheduled for April 9, 2025, to review the first draft of the Development Design Criteria documents.
6. Final Draft Development Design Criteria Workshop: In Q2 2025, workshop No. 5 shall be scheduled with stakeholders to review the reconciliation of all comments, and to present a finalized draft of the documents for stakeholder approval in advance of Council's consideration.
7. Presentation to Council: In Q3 2025, a presentation and accompanying report to Council shall be scheduled to review the proposed documents and to recommend endorsement before final publication and release.

Conclusion

The project is progressing as planned and remains on time and within budget. Project materials will be posted for public comments on the Town's website as they become available at [georgina.ca/DesignCriteria](https://www.georgina.ca/DesignCriteria).

Should you have any comments or questions related to this briefing note, please contact me via telephone at 905-476-4301, ext. 2330 or via email at bpressman@georgina.ca.