



**Date:** November 3, 2021

**To:** Mayor and Council

**Author:** Richard J.H. Wyma, Director of Community and Development Services

**RE:** Temporary Farm Worker Housing Study

**Report No.:** CADS 2021-04

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## **RECOMMENDED ACTION**

1. That Council approve the award of the Temporary Farm Worker Housing Study to WSP Canada and SHS Consulting at a cost of \$49,690 plus applicable taxes.

## **BACKGROUND**

On August 16, 2021, Kingsville Council directed Administration to undertake a review of land use planning policies related to off-site Temporary Farm Worker (TFW) housing (i.e. housing on lands and in buildings/structures not situated on the very lands where farm workers are employed).

At the same meeting, Council also passed an Interim Control By-Law to restrict TFW housing off-site from the agricultural lands where farm workers are employed. This by-law remains in effect until August 15, 2022 to provide time for Administration to complete the study.

## **DISCUSSION**

In response to Council direction, Administration published a Request for Proposal on October 20, 2021 which closed November 3, 2021. The RFP invited bidders to:

- Provide a general overview of the current and anticipated Temporary Farm Worker Housing issue in the town of Kingsville to understand where and how properties in Kingsville are currently being used to support TFW housing and the impacts on the Town. This includes a review of provincial, county, and municipal planning and building policies, jurisdictional analysis of best practices from other municipalities, and review of implementation tools
- An options analysis that includes small/medium/large TFW housing within the settlement area, on-site/off-site TFW housing within the agricultural area, and licensing

- Public and stakeholder consultations
- Recommendations and draft OP/ZBA for consideration by Council

As described in the RFP, it is proposed that the Study begin the end of November 2021 (following Council approval of Consultant) and is expected to be completed by April 2022 to ensure recommendations can be implemented by August 2022 in keeping with the Interim Control By-Law.

## **Evaluation**

The RFP included an evaluation and selection matrix which will be used to evaluate proposals based on:

- Understanding of the project scope (30%) – confirmation of the firm’s services responding to the required scope of services
- Proposed work plan and schedule (15%) – approach and methodology to be pursued as well as project milestones and timelines
- Qualifications and experience with similar projects (30%) – description of team and references of comparable projects
- Price Proposal (25%) – including a fixed price to provide research, analysis, consultation and recommendations

The Town received three proposals from Stantec Consulting, WSP, and Weston Consulting.

Proposals were reviewed and comments were received by:

- Richard Wyma, Director of Community and Development Services
- Robert Brown, Manager of Planning
- Mike Olewski, Building Official/By-Law Enforcement Officer most familiar with TFW housing
- John Quennell, Fire Chief

Based on the review:

- All three firms included timelines that would see project completed by end April 2022.
- All three firms price proposals were consistent with expectations based on similar projects completed in other municipalities
- All three firms provided summary of virtual engagement/consultation sessions, noting that some consultations may be done in person for specific audiences should that option become available

| Evaluation Criteria                   | Stantec Consulting | WSP           | Weston Consulting |
|---------------------------------------|--------------------|---------------|-------------------|
| Understanding of Project Scope (/30)  | 23                 | 23            | 15                |
| Qualifications and Experience (/30)   | 21                 | 24            | 17                |
| Proposed Work Plan and Schedule (/15) | 14                 | 14            | 11                |
| Price Proposal (/25)                  | 20 (\$50,034)      | 22 (\$49,690) | 18 (\$50,160)     |
| <b>Total Score</b>                    | <b>78</b>          | <b>83</b>     | <b>61</b>         |

It is recommended that the Town of Kingsville award the contract to undertake the Kingsville Farm Worker Housing Study to WSP Canada Inc. and SHS Consulting Inc. WSP has worked with the Town of Kingsville and other local municipalities on Official Plan and Zoning By-Law Amendments and is familiar with the policy, community and agricultural context of Kingsville and Essex County.

WSP is also partnering with SHS Consulting, a consulting firm that specializes on developing housing policy for communities across Canada. Though SHS Consulting has not listed specific experience with Temporary Farm Worker Housing, they do have perspectives on similar temporary housing needs from across Canada.

Administration believes the WSP/SHS proposal best reflected the intents of the study, its scope, work plan and schedule and consultation/engagement.

**FINANCIAL CONSIDERATIONS**

Based on the above evaluation, the cost to undertake the project is \$49,690. Though this study was not budgeted for in 2021, it is proposed that the project be initiated in 2021 within the 2021 Operating Budget, and that additional funds be included in the 2022 Capital Budget to complete the project.

**CONSULTATIONS**

- Manager of Planning
- Chief Building Official
- Building Official/By-Law Enforcement Officer
- Fire Chief

  
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 Richard J.H. Wyma, CSLA  
**Director, Community and Development Services**

**Reviewed by:**



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John Norton  
**Chief Administrative Officer**

**LINK TO STRATEGIC PLAN**

Promote the betterment, self-image and attitude of the community.

To promote a safe community.

Support growth of the business community.

Manage residential growth through sustainable planning.

Manage growth through sustainable planning.

**Link to Council 2021-2022 Priorities**

- COVID-19 and the health and safety of the community
- Customer Service: Training, Technology, Staff, Review Standards/Level of service
- Housing: Affordability (lot sizes, developer incentives, second dwellings, density, etc.)
- Greenhouse: lights & dark sky, odours (site plan compliance, bylaws, other tools)
- Programming Increase: Youth and Seniors
- A development plan for Downtown Kingsville / Main Street
- Financial savings: Schools closings, Migration Hall
- Economic Development: strengthen tourism/hospitality
- COVID - economic recovery
- Communications: Strategy – Policy (social media), Website refresh and other tools, Public engagement
- Housing: Migrant Worker Housing – Inspections (Building/Fire), regulate, reduce, or increase
- Committees / Boards: Review and Report
- Policy Update: Procedural Bylaw
- Economic Development: diversify the economy, create local jobs, industrial, Cottam
- Infrastructure (non-Municipal): Union Water expansion & governance
- Infrastructure (Municipal): Asset Management Plan update, the infrastructure funding deficit
- No direct link to Council priorities