

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: April 8, 2025

Subject: Contract Award – Housing Needs Report and OCP Amendment

RECOMMENDATION:

THAT Council awards the Housing Needs Report Update and Official Community Plan Amendment project to L&M Engineering in the amount of \$49,700 plus GST;

AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.

BACKGROUND:

In late 2023, the Province of British Columbia introduced significant changes to the Local Government Act to address the ongoing housing crisis and to expand housing options across the province. Bill 44, the Housing Statutes (Residential Development) Amendment Act, mandates that all local governments update their housing needs reports using a standardized methodology over a 20-year time frame by December 31, 2024.

In December 2024, Council received the District's Interim Housing Needs Report, meeting the Province's requirements and deadline for completion prior to the end of the year. The final step for the District to comply with Bill 44's requirements is to now integrate the Interim Housing Needs Report into our Official Community Plan (OCP) by Dec. 31, 2025.

It was recommended following the completion of the Interim Housing Needs Report, that it would be valuable to update our current Housing Needs Report further prior to completing the required Official Community Plan Amendment. As a result, staff have sought consulting assistance in preparing both a more robust review of the report and the preparation of the required OCP Amendment to be completed this year.

PROCUREMENT:

Staff advertised a Request for Proposals on BC Bid, the District website, and on social media from March 3, 2025 to March 28, 2025. Five proposals were received. Proposals were evaluated on the following criteria:

Consultant and team member qualifications, experience, and references	30%
Project Understanding and Methodology	40%
Project Fees	30%
Total Points	100%

The submissions scored as follows and copies of their proposals and the scoring calculations have been included in the Centre Table File for further information.

L&M Engineering	85/100
CitySpaces Consulting	84/100
Urbanics	70/100
Barefoot Planning	64/100
SHS	59/100

The District was fortunate to receive quality proposals from all firms. L&M Engineering scored the highest because their proposal provided the most in-community engagement opportunities as part of the project, which staff felt would be valuable to provide context to the data collected and policies updated in the Official Community Plan. L&M is also familiar with Mackenzie and the region, and the District has had positive working experiences with this company on other projects.

BUDGETARY IMPACT:

\$49,700 would be fully funded by the Local Government Housing Initiatives Provincial capacity grant.

COUNCIL PRIORITIES:

Strong Governance and Finances

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

RESPECTFULLY SUBMITTED:

Emily Kaehn, Director of Corporate Services

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer