



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**SPECIAL BOARD MEETING  
Thursday, May 13, 2021**

**PAGE NO.**

**ACTION**

**CALL TO ORDER**

**MOTION TO HOLD SPECIAL BOARD MEETING**

In accordance with Section 220 of the *Local Government Act*, the Regional District of Bulkley-Nechako Board of Directors calls a Special Board Meeting.

**DELEGATION**

**BESWICK HILDEBRANDT LUND**  
Taylor Turkington, Manager, Assurance  
RE: 2020 Audit

**REPORTS**

2-3

Jason Llewellyn, Director of Planning  
- Electoral Area Housing Reports Contract

Recommendation

**SUPPLEMENTARY AGENDA**

**NEW BUSINESS**

**ADJOURNMENT**



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**STAFF REPORT**

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**TO:** Chair Thiessen and Board of Directors  
**FROM:** Jason Llewellyn, Director of Planning  
**DATE:** May 13, 2021  
**SUBJECT:** Electoral Area Housing Reports Contract

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**RECOMMENDATION**

That the Board authorize staff to enter into a contract with M'akola Development Services for the completion of Electoral Area Housing Needs Reports for each electoral area.

**VOTING**

All Directors / Majority

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**EXECUTIVE SUMMARY**

In 2018 the *Local Government Statutes (Housing Needs Reports) Amendment Act, 2019, S.B.C. 2018, c. 20* made amendments to the *Local Government Act* which requires local governments to complete housing needs reports by April 2022, and every five years thereafter. Funding to undertake this work is provided through a grant program administered by the Union of British Columbia Municipalities (UBCM) which ends in 2021.

In January 2021, the RDBN Board approved an application for UBCM grant funding for the completion of a housing needs report for each electoral area. The grant application was approved in February and a request for proposals (RFP) was issued in early March.

A total of 7 proposals were received and evaluated by staff. It is staff's recommendation that the contract be awarded to M'akola Development Services as their proposal indicates they can provide the best quality service and product within the budget available. M'akola's quoted fee is \$102,950 (excluding GST and contingency). The grant funding available for this project is \$108,980.

**DISCUSSION:**

The 7 proposals were reviewed by the Director of Planning, the Director of Finance, and the Planning and Parks Coordinator. The average score achieved by each proposal is shown in the table below. The Urbanics Consulting and M’akola Development Services proposals were identified as the top proposals by all three reviewers. Both M’akola and Urbanics have highly qualified staff and experience preparing housing needs reports for regional districts. However, the M’akola Development Services methodology and workplan was more detailed and comprehensive, and demonstrated a good understanding of the RDBN’s housing context. It is staff’s recommendation that the contract be awarded to M’akola Development Services.

	<i>Qualifications &amp; Experience (30%)</i>	<i>Methodology &amp; Workplan (30%)</i>	<i>Fee (30%)</i>	<i>Proposal Quality (10%)</i>	<i>TOTALS (100%)</i>
<i>Economic Pulse</i>	12	21	19	7	59
<i>PivotLeader Inc.</i>	15	16	30	6	67
<i>L &amp; M Eng.</i>	22	21	18	7	68
<i>BDO Canada LLP</i>	19	23	21	7	70
<i>Calibrate Group</i>	23	23	18	7	71
<i>Urbanics Cons.</i>	25	25	18	8	76
<i>M’akola Devt.</i>	27	27	15	9	78

The proposals are available from staff on request by Board members.