
Village of Gold River REPORT TO COUNCIL

**Regular Council Meeting
April 22, 2025**

Author: Michael Roy, Chief Administrative Officer

Subject: Official Community Plan and Zoning Bylaws Review and Update – Contract Award

RECOMMENDATION(S):

THAT Council authorize staff to award the contract for the Official Community Plan (OCP) and Zoning Bylaws review and update to McElhanney for \$141,054.

ALTERNATIVE(S):

THAT Council provides staff with alternate direction.

PURPOSE

To provide Council with information and receive authorization to award a contract for the review and update of the OCP and Zoning Bylaws.

ATTACHMENT(S):

n/a

DISCUSSION

With the housing legislation changes from the Province's Bill 44 –Housing Statutes (Residential Development) Amendment Act, 2023), changes are required to our OCP and zoning bylaws to comply with the Province's framework established by this legislation.

To assist local governments, the province has provided funding that can be used to address these legislative changes. The village received \$155,575 in grant funding for this purpose.

In addition to the OCP and Zoning bylaws, we have also requested that Development Application Procedures bylaw be updated with guidance documents along with the updating of the Temporary Use Permit bylaw, both bylaws are overdue for updated as they were passed in 1998.

The competition for the consultant services was initiated on February 26, 2025, and closed on March 28, 2025. The competition was hosted on the BC Bid and Village website and complied with the Village's Purchasing Policy No. 306 and Canadian Free Trade Agreement. The Village received 9 proposals. The RFP stated that the approved budget of \$155,000 was for completing the updating of the Official Community Plan, Zoning Bylaw, Development Application Procedures Bylaw and Temporary Use Permit Bylaw and the amount is inclusive of all Consultant salary costs, general and overhead expenses and disbursements, including costs associated with promoting and organizing community engagement events, advertisements, but excluding GST.

Scoring of the proposals was based on the request for proposal weighing criteria:

	Weighting
Project Team and Relevant Experience <ul style="list-style-type: none"> Knowledge, skills, proven ability, professional qualifications of the assigned project team 	20 Points
Methodology <ul style="list-style-type: none"> Work plan with methodology to accomplish the identified tasks of the RFP Approach demonstrates creative opportunities and rigorous research for a successful outcome and thus enables sound policy 	20 Points
Engagement Strategy <ul style="list-style-type: none"> Project team, work experience esp. with rural/small communities, NGOs, service providers, and individual community members Engagement plan with stakeholders Examples of efficient & creative public engagement processes 	20 Points
Schedule <ul style="list-style-type: none"> Commitment level to complete the work according to schedule 	15 Points
Costs <ul style="list-style-type: none"> Total costs associated with the project including proponent costs and other associated costs Costs relative to deliverables 	25 Points

Results are tabulated below:

	McElhanney	Urbanics Consultants	Wisdom Circle Collective	Kruger Public Affairs	WSP	Strategy Corp	Happy Cities	Aplin Martin	Modus
Project Team and Relevant Experience									
<ul style="list-style-type: none"> Knowledge, skills, proven ability, professional qualifications of the assigned project team 	18	18	15	10	16	15	16	16	16
Methodology									
<ul style="list-style-type: none"> Work plan with methodology to accomplish the identified tasks of the RFP Approach demonstrates creative opportunities and rigorous research for a successful outcome and thus enables sound policy 	17	12	17	12	15	15	16	14	15
Engagement Strategy									
<ul style="list-style-type: none"> Project team, work experience esp. with rural/small communities, NGOs, service providers, and individual community members Engagement plan with stakeholders Examples of efficient & creative public engagement processes 	18	18	18	10	14	10	16	15	12
Schedule									
<ul style="list-style-type: none"> Commitment level to complete the work according to schedule 	15	15	15	15	15	15	15	15	5
Costs									
<ul style="list-style-type: none"> Total costs associated with the project including proponent costs and other associated costs Costs relative to deliverables 	20	16	17	21	22	16	18	19	1
	88	79	82	68	82	71	81	79	49

FINANCIAL IMPLICATIONS

The budget for this project is \$155,000 and is funded by provincial grant funding provided to local governments to facilitate the necessary legislative changes required due to Bill 44 – Housing Statutes (Residential Development) Amendment Act, 2023)

POLICY IMPLICATIONS

n/a

LEGAL IMPLICATIONS

Local governments are expected to have their OCP and zoning bylaws in compliance with Bill 44 –Housing Statutes (Residential Development) Amendment Act, 2023) by the end of 2025.

STRATGIC PLAN ALIGNMENT

Supports Community Livability as the review and update of these bylaws will ensure that they are current to meet the needs of the community.

Respectfully submitted,

Michael Roy
Chief Administrative Officer
Village of Gold River