

## **Municipality Of Chatham-Kent**

### **Community Human Services**

#### **Housing Services**

**To:** Mayor and Members of Council

**From:** Shelley Wilkins, (Hon) BPA  
Director, Housing Services

**Date:** September 4, 2018

**Subject:** Results of Request for Proposal # R18-280  
Developing Affordable Housing

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#### **Recommendations**

It is recommended that:

1. Request for Proposals for Consultant to Recommend Municipal policies to Encourage Development of Affordable Housing in the Municipality of Chatham-Kent RFP #R18-280 be awarded to Vink Consulting Inc. at a total value of \$21,865.50 (taxes included).
2. The total project cost of \$21,865.50 (less applicable tax rebates) be funded from the Municipal Affordable Housing Reserve.

#### **Background**

The Municipality of Chatham-Kent completed its initial Housing Needs Assessment and Strategy in June 2006. This Housing Study was updated in 2012. The Municipality completed its first Homelessness Plan in 2013. In January 2014, Council adopted these latter two reports as the Municipality's 10 Year Community Housing and Homelessness Plan required pursuant to the Housing Services Act.

The Housing and Homelessness Plan includes 47 strategies that have been categorized as being aimed at one of the three main objectives: (1) Housing Supply: to increase existing and future housing supply through improving affordability, maintenance and diversification; (2) Housing Stability: to promote by expanding access to emergency, transitional and financial supports within a Housing First framework; and (3) Advocacy, Partnerships and Service Coordination: to promote, advocate and create awareness of housing needs while strengthening partnerships and service coordination.

Under the first objective, Housing Supply, there are essentially three strategies that are tied into the planning approval process for developing affordable housing: first, the

Official Plan needed to be updated to include housing targets and objectives, aligning with the Provincial Policy Statement. This was achieved with Official Plan Amendment (OPA) No. 28, approved by the Ministry of Municipal Affairs and Housing on May 28, 2015. The second strategy involved updating the Comprehensive Zoning By-law to implement the policy changes made by OPA No. 28. Council adopted the updated Comprehensive Zoning By-law on February 12, 2018. The third strategy is to establish specific corporate policies that are designed to encourage both private for profit and/or private non-profit proponents and developers to create new affordable housing within the Municipality.

### **Comments**

Earlier this year, in consultation with the Planning Director and the former Director of Employment and Social Services, the need to move ahead with the strategies identified in the Council approved 10 year Community Housing and Homelessness Plan with respect to recommending affordable housing development policies to Council was discussed. It was determined that this work was best suited to be completed by an external consultant. The Director of Housing Services, with the assistance of the Purchasing Officer, issued Request for Proposal (RFP) # R18-280 on July 31, 2018 and the RFP closed on August 15, 2018. There were a total of 14 Plan Takers and 6 submissions were received.

Each proposal received was evaluated based upon (a) knowledge and experience and (b) their development plan. Proponents had to obtain a minimum of 75% in order to have their submission evaluated, which all of them did. Price was worth 30% of the final score. A RFP Evaluation Committee was established, including representation from Housing Services, Planning Services and Employment and Social Services<sup>1</sup>. Average scores were determined to come to the following final scores:

<b>Total Score</b>	<b>Company Name</b>	<b>Amount (including HST)</b>	<b>Rank</b>
61.6	urbanMetrics Inc.	\$37,835.00	5
91.5	Vink Consulting Inc.	\$21,865.50	1
77.75	SHS Inc.	\$30,244.00	3
70.1	Canadian Urban Institute	\$37,638.00	4
89.6	Tim Welch Consulting Inc.	\$22,148.00	2

<sup>1</sup> The Building and Development Division was also asked to participate. However due to summer vacation schedules they were unable to participate within the timeframe given.

55.8	MNP LLP	\$66,105.00	6
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### **Areas of Strategic Focus and Critical Success Factors**

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:**  
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:**  
Chatham-Kent is a healthy and safe community with sustainable population growth
- People and Culture:**  
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:**  
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability:**  
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:**  
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

### **Consultation**

The Purchasing Officer assisted with the RFP process in accordance with corporate policies and procedures.

The RFP Evaluation Committee included:

- Director, Housing Services

- Program Manager, Housing Services
- Director, Planning Services
- Program Manager, Employment and Social Services

A Financial Analyst I, Financial Services has reviewed and confirmed the financial implications section for accuracy.

### **Financial Implications**

The total cost for this work is \$21,865.50 (minus the applicable tax rebates). It is proposed that this be paid for from the Municipal Affordable Housing Reserve.

Prepared by:

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Shelley Wilkins, (Hon) BPA, CMM III  
Director, Housing Services

Reviewed by:

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Dr. April Rietdyk, RN, BScN, MHS, PHD PUBH  
General Manager  
Community Human Services

Consulted and confirmed the content of the consultation section of the report by:

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Bruce McAllister, Director, Planning Services

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Polly Smith, Program Manager, ESS

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Beth Earley, Program Manager, Housing

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Hayley Wilbur, Financial Analyst 1

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Jennifer Scherle, Purchasing Officer

Attachments: None

C: Beth Earley, Program Manager, Housing Services  
Bruce McAllister, Director, Planning Services  
Polly Smith, Program Manager, Employment & Social Services  
Hayley Wilbur, Financial Analyst I, Financial Services  
Jennifer Scherle, Purchasing Officer, Financial Services

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