

**REPORT TO HOSPITALS AND HOUSING COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 07, 2020**

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**SUBJECT**     **Oak Bay Lodge Community Consultation and Stakeholder Engagement – Award of Contract**

**ISSUE SUMMARY**

To seek approval for award of Contract CRHD.2020-02 for Community Consultation and Stakeholder Engagement services for the Oak Bay Lodge property.

**BACKGROUND**

The Capital Regional Hospital District (CRHD) took over ownership of Oak Bay Lodge (2251 Cadboro Bay Road) from Vancouver Island Health Authority (VIHA) on August 14, 2020. On July 7, 2020, CRHD issued an Invitation to Quote to five prospective consultants for the supply and delivery of Community Consultation and Engagement Consultant services. Those experienced working with local government and/or municipalities and/or health redevelopment projects were deemed most qualified. Received proposals were reviewed August 7, 2020, with the lowest compliant quote submitted by Kirk & Co. Consulting Ltd.

Kirk & Co. has extensive experience supporting large-scale infrastructure, planning and development projects with effective community consultation and stakeholder engagement services. Consultation will include planning workshop facilitation, stakeholder mapping, engagement and tracking, online public houses, website and media presence, and a consultation summary report. See Appendix A for Contract for Services and Consultant's Proposal.

**ALTERNATIVES**

*Alternative 1*

The Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:

That Contract CRHD.2020-02 for Oak Bay Lodge Community Consultation and Engagement Services be awarded to Kirk & Co Consulting Ltd in the amount of \$73,825 plus a contingency of \$10,000 for future services [excluding GST] be approved.

*Alternative 2*

The Hospitals and Housing Committee refer the report back to staff for further information based on committee direction.

**IMPLICATIONS**

*Financial Implications*

The development of the Oak Bay Lodge property is a priority project for both the CRHD and is the subject of high community interest. The lowest quote was \$73,825. A contingency of \$10,000 is requested for additional services if warranted. Consultant fees will be funded from the CRHD Administration and Feasibility Studies Reserve.

*Timing Implications*

The redevelopment of the Oak Bay Lodge property is a highly-anticipated priority project. Community consultation and stakeholder engagement services will commence immediately, taking place over a three to four month period. Estimated completion is March 2021.

*Intergovernmental Implications*

Staff will work with the District of Oak Bay staff throughout the process to discuss the consultation strategy, summary report, and options for the Oak Bay Lodge property.

**CONCLUSION**

Awarding a Community Consultation and Stakeholder Engagement services contract will contribute community vision and develop an understanding of the options for the Oak Bay Lodge property.

**RECOMMENDATION**

The Hospitals and Housing Committee recommends to the Capital Regional Hospital District Board:

That Contract CRHD.2020-02 for Oak Bay Lodge Community Consultation and Engagement Services be awarded to Kirk & Co Consulting Ltd in the amount of \$73,825 plus a contingency of \$10,000 for future services [excluding GST] be approved.

Submitted by:	Michael Barnes, MPP, Senior Manager, Health & Capital Planning Strategies
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Contract for Services and Consultant's Proposal