

# Municipal District of Bonnyville No. 87

## Request for Decision (RFD)

**Meeting:** Regular Meeting of Council  
**Meeting Date:** December 12, 2023  
**Originated By:** Esther Quiambao, General Manager of Planning and Community Services  
**Title:** Land Use Bylaw Review and Update Project – Request for Proposals Update

### **PROPOSAL & BACKGROUND**

On October 18, 2023, Administration issued a Request for Proposals on the Alberta Purchasing Commission (APC) and on the municipal website soliciting the services of a planning consultant to complete a Review and Update to the M.D. of Bonnyville Land Use Bylaw (LUB). Three proposals for the project were received, evaluated, and ranked based on the identified project requirements and scoring matrix criteria. With the costs of the highest-ranking proponent slightly over the current project budget of \$50,000, Administration is requesting additional funding for this project in the amount of \$8,413.

### **DISCUSSION ON BENEFITS, DISADVANTAGES & OPTIONS**

The Land Use Bylaw has remained in the same basic composition since 2000. A major update was completed in 2017, with minor changes completed since then in response to emerging issues like the legalization of marijuana and changes in development authority. This review and update will ensure that the LUB is consistent with the recently updated Municipal Development Plan, remove obstacles for the development process, and be user-friendly as per the direction in the 2022-2027 Council Strategic Plan.

Public awareness of municipal Land Use Bylaws in general has increased. This has changed the project from less of an internal review to a more involved external stakeholder education and engagement process. It is a benefit to have the public more engaged in the process, but it also increases project work and costs.

The proposals received in response to the RFP were reviewed and scored on a number of criteria such as: experience, innovation, approach and methodology, similar projects completed, schedule, stakeholder engagement, and fees.

The highest-ranking proponent is the most experienced, has completed other Land Use Bylaw review projects, and has completed numerous stakeholder engagements for municipal planning and development projects.

### **REFERENCE TO STRATEGIC PLAN**

Goal 3: Promote Community Development

- Objective: Resident/Developer-Friendly Planning and Development Program
- Step 2. Create a new Land Use Bylaw

### **REFERENCE TO PROVINCIAL/FEDERAL LEGISLATION**

N/A

## **COSTS & SOURCE OF FUNDING**

Proponent 1 cost: \$58,413

Proponent 2 cost: \$47,555

Proponent 3 cost: \$45,946

2023 Project Budget: \$50,000

Additional funding required for recommended award: \$8,413

The source of funding recommended is Cashflow Reserves.

## **COMMUNICATIONS STRATEGY**

The selected proponent will be informed in writing of the award decision.

Should Council choose to not increase the budget for this project, Administration will re-issue an RFP advertisement on APC and the M.D. website in January 2024, however, we may not see an improvement in responses received if the project budget is not increased.

## **ADMINISTRATION RECOMMENDED ACTION**

THAT Council approves an unbudgeted expenditure in the amount of \$8,413 for the Municipal District of Bonnyville Land Use Bylaw Review and Update Project to be funded from Cashflow Reserves.

## **COUNCIL OPTIONS**

1. THAT Council approves an unbudgeted expenditure in the amount of \$8,413 for the Municipal District of Bonnyville Land Use Bylaw Review and Update Project to be funded from Cashflow Reserves.
2. THAT Council directs Administration to proceed with the Municipal District of Bonnyville Land Use Bylaw Review and Update Project under the original budget approved.
3. THAT Council directs Administration to bring back additional information regarding the Municipal District of Bonnyville Land Use Bylaw Review and Update Project to a future meeting of Council, as discussed.

**Report Approval Details**

Document Title:	Land Use Bylaw Review and Update Request for Proposals Update.docx
Attachments:	
Final Approval Date:	Dec 6, 2023

This report and all of its attachments were approved and signed as outlined below:

Stephanie Severin