



VILLAGE OF MANNVILLE

Land Use Bylaw Review

Request for Proposal

Date of Issue: January 20, 2026



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1. Scope of Quotation

The Village of Mannville invites proposals through this RFP to undertake a comprehensive review and rewrite of its Land Use Bylaw (LUB) to reflect the changes and needs of the Village and community.

The Village's existing LUB was approved in 2006 with 10 amendments since which have been consolidated into the document. With a Revised MGA, adoption of Intermunicipal Development Plans (IDP) and Area Structure Plans (ASP), and new types of development/uses that are not currently contemplated, there are several areas in the LUB which have been identified for amendment and review. This review will address these specific topics while ensuring consistency among statutory plans and ensure fluidity in interpreting the document while being proactive for future development.

2. Project Background

The Village of Mannville's current Land Use Bylaw (LUB) has served as the primary regulatory framework guiding development, subdivision, and land use decision-making within the municipality. While the existing bylaw has supported growth and community development over several years, evolving planning practices, legislative updates, and emerging local priorities have created the need for a comprehensive review and modernization of the document.

Recent amendments to the Municipal Government Act (MGA), shifting demographic trends, increased development pressures, and the need to better align land use regulations with the Village's long-term vision underscore the importance of updating the LUB.

A full review will allow the Village to:

- Ensure alignment with provincial legislation, regional plans, and contemporary planning standards.
- Improve clarity, usability, and administrative efficiency for residents, developers, and municipal staff.
- Modernize zoning districts, development regulations, and definitions to reflect current and anticipated land use needs.
- Address emerging issues such as infill development, affordable housing, environmental stewardship, and the integration of new infrastructure and servicing requirements.
- Support consistent, transparent, and defensible development decision-making.

The Village of Mannville recognizes that a well-crafted Land Use Bylaw is essential to guiding orderly growth, protecting community character, and implementing Council's long-term objectives. This review represents a proactive step toward ensuring that the Village's planning framework remains relevant, accessible, and effective for years to come.

Since 2006, the MGA was revised with new regulations for processing development permit applications. There have also been recent requests from the public regarding new types of development and uses that are not currently addressed in the LUB, for example, micro dwellings and Ready-to-Move Homes.

3. RFP Contact

For the purposes of this process, the RFP Contact shall be:

Brooke Magosse, Chief Administrative Officer

Phone: 780-763-3500

Email: cao@mannville.com

4. Objective

To secure a Consultant with Registered Professional Planner (RPP) designation to provide the Village of Mannville with a full review and update of the LUB. To specifically create a clear and concise document that reflects the changing needs of the community and provides a framework for future land use decisions. To ensure alignment with existing IDPs, Intermunicipal Collaboration Frameworks, MDP, ASPs and Conceptual Schemes. To address issues raised by administration, Council, and the community as part of the engagement process.

Relevant documents to consider:

- Municipal Development Plan
- Land Use Bylaw – Bylaw 2006-734 as amended
- Intermunicipal Development Plan – Village of Mannville
- Intermunicipal Collaboration Framework – Village of Mannville
- Area Structure Plan – East Industrial Park (County of Minburn & Village of Mannville)

5. Public Consultation Process

Public and other stakeholder involvement is key to the success of this project. The Consultant shall design a formal community consultation process which outlines the method(s) and tools for engaging the community and maximizing input in each stage of the project, which may include community consultation sessions, public open houses, telephone interviews, newsletters, surveys, notices, web materials, social media, mail/hand-outs. A written explanatory brief and other summary documentation shall be encouraged to assist members of the public in its understanding of the project.

Regular meetings are expected with the Chief Administrative Officer throughout the course of this project.

Additionally, the Consultant will be required to present the draft Bylaw in the form of a public open house. Village Council will convene the public hearing(s), once the draft Bylaw has been revised by the

Consultant based on community consultation and input. Additional consultation and facilitation may be required throughout the project depending on the response from the public hearing(s).

The Consultant shall be responsible for scheduling the meetings, preparation of notices and agendas, presentation materials and meeting notes and minutes. The Village will aid with organizing meeting room/hall bookings.

6. Proposed Work Plan and Schedule

The Consultant is responsible for creating a work plan, consultation strategy, and schedule to complete the project by December 31, 2026, while taking into consideration the agricultural focus of the community when selecting times to connect with key stakeholders.

7. Project Deliverables

- A written evaluation of the issues, along with an assessment of the existing bylaw
- A report on the key areas of the bylaw that need to be amended
- Public consultation event(s)
- Consultation with Village Council
- Public Hearing presentations
- Maps in digital format
- LUB inclusive of maps and aesthetically pleasing graphics/design delivered in digital format(s) which can be edited by the Village for future amendments

8. Content Proposals

Proposals must contain the following:

- The Consultant's understanding of the assignment, including an explanation of the approach and methodology to be used to achieve the objectives of the RFP, and an assessment of any anticipated difficulties in performing the tasks and the proposed approach for overcoming these;
- Examples of recently completed LUB projects and a list of client references related to the same;
- A work plan and schedule, including a detailed description and costing of all tasks and sub-tasks, timelines, deliverables, meetings and key dates proposed to meet the requirements of the RFP. Furthermore, an estimated cost of any additional work and the nature of work that the Consultant may foresee during the proposal stage.
- A total cost breakdown for the project. Cost estimates should also include the cost of additional public meetings, printing, document reproduction, travel and accommodation, etc. and any other costs of anticipated Consultant work;
- List of employees who will be involved in the project, their role in the process, their relevant recent experience, qualifications (RPP designation is mandatory), and level of involvement on the project. Previous work experience should demonstrate knowledge of rural municipalities and a strong understanding of municipal land use planning.
- Disclosure of any potential conflict of interest, if applicable.

9. Submission Guidelines

Proposals must be received no later than 4:30 pm local time, February 17, 2026. Interested Consultants will submit their proposal in PDF format via email to cao@mannville.com clearly marked RFP – LUB Review.

Proposals will not be considered if received after the submission deadline or if lacking any predetermined requirements.

Questions about the RFP must be directed in writing to Brooke Magosse, Chief Administrative Officer cao@mannville.com no later than February 2, 2026.

**any cost or expense incurred by the Consultant that is associated with the preparation of the Proposal, or during any phase of the selection process, shall be borne solely by the Consultant.*

10. Project Completion Date

Bylaw adoption should be completed by December 31, 2026.

11. Evaluation of Submissions

The intent of the evaluation process is to select the Consultant best suited to provide the requirements as detailed. It is essential that the team proposed for the project have significant experience with projects of this nature. Failure to adequately demonstrate sufficient team experience and qualifications may result in the disqualification of your submission without evaluation.

During the evaluation process, Proposals will be evaluated based on submission and technical requirements as outlined above. Proposals will also be evaluated based on references, experience, qualifications and expertise, understanding of the project, proposed work plan/schedule, deliverables and project cost.

The Village reserves the right to contact any current or previous client, whether referenced or not, to obtain information required regarding the quality-of-service provision and to use this information in its sole discretion in the evaluation of the submissions.

12. Acceptance of Proposals

The review and selection of the proposals will be conducted by the Village CAO.

The Village reserves the right to prioritize and weigh the importance of each criterion confidentially and to make any selection it deems prudent. Responding firms or individual participants acknowledge by their participation that such selection is not subject to protest or contest.

The Village reserves the right to reject any and all proposals received in response to this request for proposal and is in no way bound to accept any proposal in relation to this RFP.

The successful Consultant will be required to enter into a Service/Consultant Contract with the Village and provided by the Village. Awarding of the work is conditional upon the timely execution of this agreement.

13. Budget

The total budget for this project is \$50,000. The Consultant shall supply a detailed task list, itemized cost estimate, work plan, and a total proposed cost of the project, including all consulting fees, disbursements, contingencies and all other costs associated with implementing the scope of work. It is the responsibility of the respondent to anticipate and clearly identify all tasks required to satisfy the requirements of the RFP.

The successful Consultant will be responsible for submitting detailed invoices which describe the work undertaken within each invoice time period, the personnel employed, and hours expended by the hourly rate, disbursements, total fee for each invoice, and total budget expended/remaining on the project. The Consultant shall advise the Village if this target cannot be met at any time prior to or during the project work and should not undertake any work that would cause the budget to be exceeded without written permission from the Village.

14. Ownership of Proposals

All documents, including proposals, submitted to the Village become the property of the Village. They will be received and held in confidence by the Village, subject to the provisions of ATIA.

15. Confidentiality of Information

Information pertaining to the Village obtained by the Consultant as a result of participation in the project is confidential and must not be disclosed or used for any other project, without written authorization from the Village