REQUEST FOR PROPOSAL

OFFICIAL COMMUNITY PLAN AND ZONING BYLAW MODERNIZATION

RFP No.: 260130
Issue Date: January 30, 2026
Closing Date: 4:00 p.m. (Pacific Time), Thursday, February 27, 2026

Municipal Representative: Ross Blackwell, Chief Administrative Officer
Village of Lions Bay

Email: rblackwell@lionsbay.ca

1. INTRODUCTION AND INVITATION

The Municipality of the Village of Lions Bay (the "Municipality") invites proposals from qualified and experienced planning consultants to undertake a comprehensive Official Community Plan (OCP) modernization and Zoning Bylaw update.

Lions Bay is a small coastal municipality located within Metro Vancouver, characterized by steep mountainous terrain, environmental sensitivity, limited developable land, constrained infrastructure capacity, and a dispersed residential settlement pattern. The Municipality has no commercial core and is primarily residential in nature. These physical and geographic constraints, combined with evolving provincial housing legislation, climate-related risks, and infrastructure considerations, necessitate a modern, legally robust, and highly functional land use planning framework. In the 2021 Census, Lions Bay had a population of 1,390 living in 506 of its 557 total private dwellings, an increase of 4.2% from its 2016 population of 1,334. With a land area of 2.53 km^2, population density was 549.4/km^2

The municipality requires an Official Community Plan that is visually engaging and clearly written, using compelling language, photography, and graphics to encourage readership, while remaining in a Microsoft Word format to allow for efficient amendment and long-term administration.

The municipality also requires a clear, efficient *Zoning Bylaw* that is straightforward to interpret, supported by concise text and defensible regulations, selective illustrations, for functionality and ease of implementation.

Accordingly, the municipality is seeking proposals from consultants with demonstrated interdisciplinary expertise in community and master planning, urban design, transportation planning, zoning and regulatory bylaws, and community and stakeholder engagement. The successful proponent will prepare a new, forward-looking Official Community Plan and *Zoning Bylaw* that are technically sound, internally consistent, and mutually supportive.

This initiative will include a significant and well-structured public engagement program designed to help the community understand, shape, and support ambitious yet realistic development concepts, and to establish a clear, inclusive, and durable long-term vision for Lions Bay. The process must also provide meaningful opportunities for Council input throughout, recognizing Council's governance role and its responsibility to consider and ultimately adopt the final documents.

2. SUBMISSION DETAILS

a. Proposals must be submitted electronically to rblackwell@lionsbay.ca and clearly identified as: "**Official Community Plan and Zoning Bylaw Modernization – RFP 260130**"

b. Submissions must be provided in Microsoft Word format. Where applicable, OCP document design materials shall also be provided in InDesign and PDF formats.

c. The Municipality reserves the right to cancel this Request for Proposal at any time without liability, to waive irregularities, to reject any or all proposals, and to accept the proposal deemed most favourable to the interests of the Municipality.

d. The Municipality will not entertain any claims for costs related to the preparation or submission of proposals.

e. The Municipality is not contractually bound by this RFP and no contractual relationship will arise until a separate written agreement is executed.

PROPOSALS WILL NOT BE OPENED IN PUBLIC

All enquiries related to this RFP must be submitted in writing to the Municipal Representative.

3. PROJECT SCOPE OF WORK

3.1 General Scope

The selected consultant will undertake a full Official Community Plan modernization and a comprehensive Zoning Bylaw review and update. The work must ensure consistency with:

- The 2025 Housing Needs Report
- Applicable provincial legislation and policy
- Metro Vancouver regional context
- The Municipality's physical, environmental, and servicing constraints

The OCP must be designed as a progressive, highly user-friendly, and visually compelling document, with a strong emphasis on document design, clarity, accessibility, and ease of interpretation for Council, staff, residents, and others.

3.2 Official Community Plan (OCP)

The consultant shall:

- Undertake a complete review and modernization of the existing OCP in all aspects;
- Update the community vision, objectives, and policy framework;
- Ensure sufficient land use policy direction to address 20-year housing needs as identified in the 2025 Housing Needs Report;
- Consider opportunities to create gentle density or higher density residential opportunities, seniors housing, commercial, and light industrial;
- Integrate municipal servicing and infrastructure planning considerations and all municipal master plans;
- Address climate change mitigation and adaptation;
- Address hazard and risk management, including geotechnical, wildfire, flood, and erosion risks;
- Update the regional context statement;
- Consider such core aspects as building a "complete community", developing a village centre, mobility, children and youth, seniors. and age friendly community;
- Provide clear implementation actions and monitoring mechanisms.

3.3 Development Permit Areas

As the Municipality currently has no established Development Permit Areas, the consultant shall:
Identify, justify, and delineate appropriate Development Permit Areas pursuant to the *Local Government Act*
Prepare Development Permit Area guidelines for, at minimum:

- The natural environment, its ecosystems and biological diversity;
- hazardous conditions;

- form and character of intensive residential development, commercial, or multi-family residential development.

Ensure guidelines are appropriately scaled to the community, legally defensible, clear, and implementable.

3.4 Zoning Bylaw Review and Update

The consultant shall:

- Conduct a comprehensive review of the existing *Zoning Bylaw;*
- Identify technical/ legal deficiencies, inconsistencies, and outdated provisions;
- Undertake a build-out analysis of existing and proposed zoning;
- Update zoning provisions to align with the modernized OCP and 2025 Housing Needs Report;
- Review residential and mixed-use zoning regulations and general provisions, recommending updates consistent with best practices;
- Prepare a draft updated *Zoning Bylaw*, including a redline version for Council consideration.

3.5 Public Engagement and Council Engagement

A robust, multi-dimensional public engagement strategy is central to the success of this combined project. The consultant shall:

- Design and implement a comprehensive public engagement program, scaled to an engaged, small community context to explore the community and to shape its future through meaningful public participation.
- Utilize multiple engagement methods (e.g., open houses, workshops, focus groups, surveys, online tools, targeted stakeholder sessions)
- Clearly document and report public input and how it informs policy development
- Facilitate Council workshops and presentations at key project milestones, including:
  - Project initiation
  - Policy directions
  - Completion of the draft OCP and *Zoning Bylaw*.

4. DELIVERABLES

1) Complete updated Official Community Plan and *Zoning Bylaw* in the latest commonly accessible Microsoft Word Document file format.
2) All maps in shapefile file format or another ESRI ArcGIS compatible format, plus a userfriendly format to be integrated on the municipal website.
3) Delivery of all documents and materials collected throughout the project, to be retained as part of the public record.
4) An Action Plan for OCP implementation and its components that lists priorities for action along with the timeframe for implementation (short/medium/long term), and monitoring and evaluation metrics.
5) A technical memo demonstrating how the updated document satisfies all legislative requirements.
6) Presence and presentation at applicable Council meetings, bylaw readings and public hearings.

5. PROJECT TIMELINE

The project must be fully completed no later than December 31, 2026.

6. PROPONENT RESPONSIBILITIES

The Proponent is responsible for all costs associated with the project, except for the use of municipal facilities to accommodate public engagement events.

7. PROPOSAL REQUIREMENTS

Proposals shall be submitted in the format outlined below and will be evaluated according to the criteria and scoring presented in RFP Scoring Matrix below.

A) **Cover Letter**:

i) Dated and signed by a person authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the bidding firm or consultant team.
ii) Provide a brief statement indicating your team's understanding of the proposed project and the deliverables required.
iii) Acknowledge that any addendums have been read.

B) **Proposed Project Plan**:

i) A proposed work plan, with timelines, that indicates the steps to be taken from the start of the contract to the adoption of the OCP and *Zoning Bylaw*.
ii) Provide an indication of any proposed deviations or exceptions to this RFP document.
iii) Provide details of any possible innovative ideas, suggestions, recommendations, or opportunities for improvement that would enhance the project, processes or required outcomes indicated within this RFP. This includes any value-added additional depth on elements of the work. This is not necessary but completely optional and only potential ideas are expressed above in part for community need context. Any additional value added will be welcomed/considered without losing focus on the main objective of new OCP/zoning bylaw, within the allocated budget.

C) **Project Team**

i) It is anticipated that proposals will include a lead consultant and/or Project Manager.
ii) Proposals must include a company profile, outline of staff resources/qualifications, dedicated staff member capacity, areas of expertise and responsibility on this project, OCP project experience, office location, estimated amount of time each member will be dedicated to the project, and a statement of WCB coverage, and shall include resumes of key personnel.
iii) Commitment in ensuring appropriate key personnel is dedicated to the interest of the municipality.
iv) Resume(s) (place in Appendix) showing education, professional certifications; and length and type of experience.
v) Provide the years of experience of team members working together and projects that have been completed by the team.
vi) Experience with small communities.

D) **References**

Supply three client references for your company or lead consultant, including the name and address of the reference and the name, title and phone number of the contact person. Describe how the services provided to these references are similar to the services proposed and include a short summary of project work for each of these references.

E) **Costs and Charges**

Provide an all-inclusive, fixed-cost quote in Canadian funds for the project. Identify the expected costs and their allocation, e.g., professional wages/fees, travel, mapping, public meetings, subcontracted services, contingencies and applicable taxes.

7. BUDGET

The budget for this project is $155,000.

8. EVALUATION AND SELECTION CRITERIA

The following scoring Matrix will be utilized by the selection committee.

Evaluation Criteria	Max Points	Score	Comments
Proposed Project Plan a) Work Plan – phasing, milestones, etc.	20		
b) Methodology & approach	15		
c) Public consultation/ engagement strategy	15		
d) Innovative ideas / value added additions	5		
Project Team • lead consultant and/or Project Manager • Company profile, and team qualifications & OCP experience • Dedicated staff member experience capacity and responsibility on this project, plus experience of project team members	15		
Overall value	5		
References	5		
Cost	20		
Total	**100**		

9. LEGAL TERMS AND CONDITIONS

This RFP does not constitute a tender or create a Contract. The Municipality may negotiate with any proponent and is not obligated to treat proponents equally. The Municipality assumes no responsibility for the accuracy or completeness of information provided. Proponents are deemed to have waived all claims against the Municipality arising from this RFP process.

Submissions are subject to the Freedom of Information and Protection of Privacy Act.

10. MUNICIPAL REPRESENTATIVE

All communications regarding this RFP must be directed to:
Ross Blackwell
Chief Administrative Officer
Municipality of Lions Bay
Email: rblackwell@lionsbay.ca

END OF REQUEST FOR PROPOSAL