



## Request for Proposals

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# Official Community Plan and Zoning Bylaw Housing Policy Updates



**CLOSING DATE & TIME:**  
February 27, 2025 4:00pm

**PROJECT CONTACT:**  
Tanya Turner, Director of Development Services  
250 991-7463 (d) [tturner@quesnel.ca](mailto:tturner@quesnel.ca)



## 1. Purpose

The City of Quesnel is seeking proposals from a qualified consultant or team with experience in land use policy and planning to undertake a review and update of the City's 2019 Official Community Plan (OCP) and 2019 Zoning Bylaw with the focus on developing policy to accommodate the housing units needed over 20 years identified by the Housing Needs Assessment.

In addition, an update of the City's Development Application Procedures Bylaw, along with related application forms and guidance documents, is being sought for completion following the land use bylaws completion.

## 2. Submission Details

One (1) electronic copy of the Proposal marked "**Quesnel OCP and Zoning Bylaw Revision**" in PDF format addressed to Tanya Turner, Director of Development Services 410 Kinchant Street, Quesnel BC , V2J 7J5 [tturner@quesnel.ca](mailto:tturner@quesnel.ca)

The City reserves the right to cancel this Request for Proposal for any reason without any further liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice to Tanya Turner, Director of Development Services [tturner@quesnel.ca](mailto:tturner@quesnel.ca) .

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Quesnel. It is the sole responsibility of the potential Bidders to check with the City of Quesnel's website, and/or BC Bid to ensure all information has been received prior to submitting a proposal. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum, and the City will not be responsible for ensuring any addenda has been successfully received by Proponents. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are issued.

**PROPOSALS WILL NOT BE OPENED IN THE PUBLIC.**

## 3. Enquiries

All enquiries should be directed to:  
Tanya Turner, Director of Development Services  
Telephone: 250 992-2111  
E-mail: [tturner@quesnel.ca](mailto:tturner@quesnel.ca)



#### **4. Negotiations**

The award contract is subject to negotiations with the Proponent that offers, in the City's opinion, the **best value** proposal. Such negotiations include, but are not limited to, the following:

- a) Changes or refinements in the service requirements or scope of work proposed by the Lead Proponent;
- b) Price – if directly related to a change or refinement in the proposed scope of work proposed by the lead proponent; and
- c) Specific contract details as deemed reasonable for negotiation by the City of Quesnel.

#### **5. Working Agreement**

A contract for services with the City will be based on the work plan contained in your submission for this Request for Proposal and any subsequent negotiations.

#### **6. Evaluation Criteria**

Proposals will be evaluated to determine the best value offered to the City against conformance to the following criteria:

- a. Previous relevant experience of staff who will work on plan;
- b. The extent to which the proposal demonstrates an understanding of the scope of the work required to complete the project;
- c. Consultation process design;
- d. Qualifications, availability and experience of team members;
- e. Clarity/presentation of proposal;
- f. Proposed strategy, work program and methodology(s) to deliver the project;
- g. Proposed costs;
- h. References; and
- i. Interviews.

#### **7. Community Background**

The City of Quesnel, with a population of 10,000 residents within city limits and an additional 13,000 in the surrounding area, is in the central interior of British Columbia, on the traditional territory of the Dakelh people.

Reconciliation and continued advancement in strengthening the City's partnerships with the First Nations and Metis peoples of our area is foundational to the future of the community. On June 20, 2017, the City of Quesnel and Lhtako Dene Nation entered into a Memorandum of Understanding to attest to our mutual commitment to promote cooperative relationship building. The City endeavors to obtain similar agreements with other First Nation communities in our area.



Quesnel is the most northern community in the Cariboo Regional District and is surrounded by Cariboo Regional District Areas A,B,C and I. Highway 97 intersects the City, passing through the downtown core. The City is 120 km south of Prince George and Highway 16.

Quesnel's history has a rich connection between land and people from pre-contact to the fur-traders, to the gold rush prospectors and pioneer families, to the expansion of the forest industry and entrepreneurs of today.

Quesnel residents enjoy numerous parks and trails within and surrounding the city. With affordable housing costs, accessible amenities, and short commutes, we're able to get out and enjoy the nature that surrounds us. We're a community that values our heritage, while embracing innovative ideas and opportunities to thrive. It's in our nature to work hard and play harder, to help our neighbours, to challenge ourselves, and to celebrate our successes.

Forestry related businesses dominate the employment in Quesnel, with the City of Quesnel, Northern Health, and School District all within the top 10 employers for the community. The forestry industry has been impacted by the mountain pine beetle, fires, and the resulting reductions to annual allowable cuts. Forestry will always be a strong component of our local economy with the City recently achieving a Community Forest license, in partnership with Lhtako Dene Nation, Nazko First Nation and ?Esdilagh First Nation.

Economic diversification is a key priority for the City. Mining service and supply, agriculture, health care, education and tourism are all areas of opportunity with current business bases to build from.

School District 28 provides K-12 education for the Quesnel area. There are currently 15 schools in the district. Quesnel's College of New Caledonia campus offers trades training programs, as well as various diplomas and certificates. The South Campus of the University of Northern British Columbia is also located in Quesnel with courses offered in Social Work, Nursing, and Arts.

Northern Health recently completed a significant addition to the hospital to add a new emergency room and intensive care unit and has just announced the support for a new 288 bed long term care facility to be constructed in the community – construction start estimated to be 2-3 years out. Temporary housing for construction crews and permanent housing for facility employees will be key considerations in reviewing housing policies and objectives during this update.

A major subdivision (950 parcels/750 homes) of the city is within the West Quesnel Land Stability Area. Consideration of land use policies in this area is required.



<https://www.quesnel.ca/building-development/land-hazards/west-quesnel-land-stability>

## **8. Scope of Work**

The primary objective of this project is to complete a revision of the City's Official Community Plan and Master Zoning Bylaw to update the housing policy to ensure the bylaws permit the number of housing units needed over 20 years, as determined by the Housing Needs Report completed in December 2024

A Master Infrastructure Plan and the Economic Development Strategy, which are both in their last stages of completion, will be key supporting documents.

In addition to the Official Community Plan and Zoning Bylaw updates, the Development Application Procedures Bylaw will be the second phase of this project. Revision of the bylaw including notification standards, creation of development application forms and public guidance documents, staff procedure manuals and on-line permitting processes need to be created as the second phase of this project.

### **a) General**

The following components of the project are identified as a guide to the tasks to be undertaken. They are not exhaustive or limited, the successful consultant should expect to accommodate changing dynamics of the project. Submissions should use innovation in the proposal and propose any changes that will be beneficial to the project.

The City has established a Housing Solutions Table which will be a key reference group for the revisions of these documents. In addition, the City's Accessibility Committee will be utilized to review the documents produced to provide input on the readability and accessibility of the documents.

Throughout the project, the successful consultant will work closely with the Director of Development Services (the primary staff contact) along with other staff representing Administration, Finance, Public Works, Engineering, and Community Services, etc., as needed.

Public Consultation will need to engage the full spectrum of community stakeholders (First Nations, Business Improvement Associations, Youth, Chamber of Commerce, Seniors Advisory Groups, etc).



Some of the major issues/trends related to land use policy in Quesnel are the lack of diversified housing options, desire to increase uptake of mixed-use opportunities, need land commercial/industrial districts, as well as review of best practices.

The City's 2019 policy updates include policy to allow secondary suites or accessory dwelling units on all single detached lots and included the upzoning of a number of properties to encourage multi-unit developments. The city also completed amendments to permit small scale multi-unit housing in the community in 2024. There has been limited development of the small unit housing forms despite the permissive policy.

#### **b) Master Official Community Plan**

The City's Official Community Plan (OCP) was last updated in 2019. It is anticipated that this update will focus on policy development to advance housing development in the community based on the recently completed housing needs assessment.

- I) Ensure all required content prescribed by legislation is included in the document including but not limited to identifying and including:
  - i) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 20 years;
  - ii) housing policies for each class of housing need identified in the housing needs report.
  - iii) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;
  - iv) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;
  - v) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;
  - vi) the approximate location and phasing of any major road, sewer and water systems; and
  - vii) the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites.

Clear policy statements identifying if the location, type and amount of land in each of the use designations is sufficient for present and future needs are to be incorporated.



## II) Development Permits, Board of Variance and Temporary Use Permit

The City's Development Permit Areas included in our Official Community Plan underwent significant review and revision in the City's 2019 update. This will not be an area of significant update in the OCP review.

However, process documents for development permits, board of variance and temporary use permits are required as a part of this contract with the Development Application Procedures Bylaw update below.

### c) Master Zoning Bylaw Revision

The following will be focus areas for zoning bylaw update:

- i) Review land use policy to ensure it permits the use and density necessary to accommodate at least the 20-year total number of housing units required to meet the anticipated needs identified in the Housing Needs Assessment.
- ii) Consideration and proposal of short-term rental policy.

### d) Development Applications Procedures Bylaw and Application Processes

The City's development application procedures bylaw is out of date and needs significant revision. The goal of this update will be to establish clear procedures for land development applications including subdivision, building permits, sign permits, plumbing permits, development permits, development variance permits, sign permits and amendment to the Official Community Plan and Zoning Bylaw.

The consultant will be responsible for:

- i) Recommendations for the harmonization of these permit processes.
- ii) Developing a readable bylaw that will act as a guide through the development process.
- iii) Development of harmonized applications and development process guidelines.
- iv) Developing a manual to guide development permitting staff through these processes.

Consideration of legislation allowing for policy change with respect to public notice requirements as well as new policy requirements respecting public hearings are to be incorporated.





The City recognizes that on-line permitting will be an expectation and are currently reviewing systems with the anticipation that such a system will be incorporated in the near future.

## 9. Deliverables

- a) An Official Community Plan that complies with all legislative requirements, sets out clear objectives and policies for landowners, developers, Council and staff, and is aligned with other City strategies and plans.
- b) A Zoning Bylaw that complies in all respects with current legislative requirements, is internally consistent, and is highly practical and workable document for staff and readable for the public.
- c) A Development Application Procedures Bylaw including companion documents and processes that complies in all respects with current legislative requirements, is internally consistent, and is highly practical and workable document for staff and readable for the public
- d) Draft versions of the updated bylaws will be presented to staff and Council, with all revisions, additions and deletions made as necessary following the reviews.
- e) The final approved bylaws will be provided in a fully editable digital format.

## 10. Budget

Submissions should identify the detailed work plan proposed to complete the Master Official Community Plan and Zoning Bylaw amendments up to \$150,000.00, as well a work plan and associated costs for any value-added projects the proponent feels they can provide to assist with the revision of the City's companion land use bylaws (not to exceed an additional \$100,000.00).

## 11. Project Timeline/Work Schedule

Project start up: March 10, 2025

Project completion:

- A) **November 4, 2025** for OCP and Zoning Bylaw; and
- B) **March 1, 2026** for Development Application Procedures Bylaw

### PHASE I - OFFICIAL COMMUNITY PLAN AND ZONING BYLAW REVIEW

Start up, issue identification and

- Establish key staff level contacts and consultant team introduction
- Develop, in conjunction with staff, a detailed work plan and schedule for the overall project with key deliverables identified
- Develop a Public Engagement Strategy/Program, which includes creative approaches that maximize local resources, existing events, and offers multiple opportunities for meaningful public participation in a practical context





- Consult with staff and Council to obtain local knowledge, identify known issues, assess priorities, provide understanding of local challenges and opportunities

#### Research and Draft OCP and Zoning Bylaws

- Review all relevant bylaws, policies and plans
- Review OCP and Zoning Bylaw in relation to required
- Update population projection, housing characteristics, and legislative requirements
- Identify opportunities, constraints, and policy alternatives (including pros and cons)
- Provide recommendations for policy changes if required to accommodate 20 year housing units
- Revise OCP and Zoning Bylaw, prepare drafts
- Organize and facilitate a minimum of one (1) public open house opportunity for participation
- Analyze and create a summary of input for public distribution
- Work with City Staff to complete all associated updates to the City's GIS base and provide all mapping required for the project

#### Finalize OCP and Zoning Bylaw – **Due November 4, 2025**

- Formulate final products in consultation with key staff
- Create final OCP and Zoning Bylaw Bylaws that are formatted for ease of editing to facilitate development of consolidated versions following adoption of amending bylaws.
- Present to public and Council

#### PHASE 2 –DEVELOPMENT APPLICATION PROCEDURES BYLAW AND GUIDEDANCE DOCUMENTS

- Notice requirement review, recommendations and update
- Revision of development application procedures bylaw including the creation of application forms and guidance documents with a focus on online processes
- Formulate final products in consultation with key staff

*A detailed timeline identifying all tasks for completing the project is required.  
Please identify the need for any additional time to complete the required tasks.*

#### 12. Proposal Submissions

All proponents are required to submit the following with their submission:

- a. Corporate profile outlining expertise and experience of the project manager and project team;
- b. Outline of five to ten years of experience in conducting similar reviews and development of land use policy and public consultation activities;



- c. Statement that the project manager will be the primary contact person actively managing/overseeing the plan development throughout the duration of the project;
- d. Work plan, complete with main tasks and associated deliverables, milestones, timelines, and budget allotment corresponding with each task (Work plan will form the basis for payment to the successful proponent);
- e. Specify the requirements of all city staff;
- f. Specify any additional value added components you may assist with and provide timelines and associated budgets for these items; and
- g. Reference to 3 projects of similar size and scope completed by individual/firm.

### **13. Key City Planning Documents in final stages of development**

Infrastructure Master Plan - The Infrastructure Master Plan (Plan) serves to inform the City of Quesnel (City) and to guide land development within the community regarding the infrastructure investments needed to support those development opportunities.

Economic Development Strategy – in development. Will be a key document to be incorporated.

Active Transportation Plan – An update to the City's active transportation plan is in the finishing stages identifying the types of pedestrian and cycling infrastructure that exist and that are recommended for the community to improve our active transportation network.