



REQUEST FOR PROPOSAL

Rural Municipality of Brackley Official Plan and Development Bylaw Review

Closing Date

March 24, 2025 at 5:00PM AST

Closing Location

**Municipal Office
Rural Municipality of Brackley
14 Union Road
Brackley PE, C1E 3J6
Attn: Mason Shea**

Contact

Mason Shea
mshea@brackleypei.ca
902-218-8080

Information and Instructions

The Rural Municipality of Brackley is inviting proposals for Consultant Services for a review of its Official Plan and Development Bylaw. Proposals will be received by the Chief Administrative Officer at the community office by email or in a sealed envelope clearly marked "Request For Proposal Official Plan and Development Bylaw" no later than 5:00pm, Atlantic Time Monday, March 24th, 2024. If the submission is in hard copy, a digital copy of the information would also be appreciated. If the submission is emailed, you may wish to confirm its receipt by telephone, if it is not acknowledged within a reasonable time frame.

The Rural Municipality of Brackley reserves the right to select any proposal for purposes that are in the best interests of and best value for the Municipality. The Municipality also reserves the right to reject any or all proposals. In addition, the Municipality reserves the right to amend or supplement the Request for Proposal, giving equal information and cooperation to all vendors as a result of such amendments.

Bidders must list all members of their team who will be assigned to this project with their qualifications and number of hours they will be involved in the project. At least one member of the team must be a qualified professional planner and be recognized to practice in Prince Edward Island and be fully certified as a Registered Professional Planner.

All expenses incurred in the preparation of a response to this Request for Proposal including travel shall be the sole expense of the proponent and without cost to the Rural Municipality of Brackley.

The issuance of this Proposal in no way implies that the Rural Municipality Brackley will proceed with an order or contract for consultant services to review and prepare the Official Plan and Development By-law.

All Proposals received by the Chief Administrative Officer will become the property of the Rural Municipality of Brackley and will not be returned. In turn the Municipality agrees that all information submitted by a proponent in response to this Request for Proposal will be kept in strict confidence.

It is the proponent's responsibility to clarify any details in question before submitting a Proposal. The Rural Municipality of Brackley will assume no responsibility for oral instruction or suggestion.

General Conditions

- The Form of Proposal (pg. 10) must be completed with all of the requested information.
- All proposed pricing must include the Harmonized Sales Tax where applicable.
- This Proposal submission is irrevocable and open for acceptance by the Rural Municipality of Brackley until sixty (60) days after the closing date of this proposal.
- No announcements concerning the award of this Proposal will be made until the Municipal Council has reviewed and approved the proposal.

Background Information

Brackley's first Official Plan was completed in 1988. Since then, Official Plans and Development Bylaws were adopted in 1999, 2006, May 2014 and May 2019. The May 2019 version of the official plan and bylaws incorporated the area of the former Rural Municipality of Winsloe South which amalgamated with Brackley on December 2, 2017. The Plan and Development Bylaw have to meet the objectives of the Charlottetown Region Special Planning Area which are set out in Subsection 61(3) of the Subdivision & Development Regulations. They state:

61(3) The specific objectives for development within the Stratford Region Special Planning Area, the Charlottetown Region Special Planning Area, the Cornwall Region Special Planning Area, and the Summerside Region Special Planning Area are:

- (a) to minimize the extent to which un-serviced, residential, commercial and industrial development may occur;***
- (b) to sustain the rural community by limiting future urban or suburban residential development and non-resource commercial and industrial development in order to minimize the loss of primary industry lands to non-resource land uses;***
and
- (c) to minimize the potential for conflicts between resource uses and urban residential, commercial and industrial uses.***

The Rural Municipality of Brackley is somewhat unique among the rural communities contained in the Special Planning Areas as parts of the Rural Municipality are already serviced by Central Water and sanitary sewer from the City of Charlottetown and are therefore deemed under the Regulations to be serviced. The established land patterns within Brackley, particularly in the southern portion of the Brackley Point and Union Road area, are already somewhat "urban" in nature with significant commercial and industrial development. This area can no longer be characterized as "rural" in terms of its land use and farming and other resource activities are becoming less dominant and viable. This requires Council to interpret the above noted SPA objectives in a sensitive and appropriate fashion given the established development and character of this area of the municipality.

Brackley evolved primarily as an agricultural community. One of the goals stated in the current plan is for the Rural Municipality of Brackley to “***continue to be a rural agricultural community while supporting residential development in appropriate areas, and promoting recreational and institutional services for its residents.***”

The Municipality recognizes that some development is bypassing Brackley because of the Special Planning Area restrictions. The City of Charlottetown’s boundary is adjacent to Brackley, and the City has a major wellfield in Brackley which supplies water to the City and some landowners in Brackley. Another City of Charlottetown Wellfield is located just outside the boundaries of the Brackley Municipality in Miltonvale Park and part of the Coles Creek Watershed capture zone for this central water supply is located within the Winsloe South portion of the Rural Municipality of Brackley. Groundwater protection measures for these wellfields are to be incorporated into this official plan and bylaw review.

The **Planning Act** requires a review of its Official Plan and Development Bylaw within five - year intervals to ensure they remain current, and the Municipality is developing in accordance with the wishes of the residents. Recent amendments have been made to the 2019 Development Bylaw - regarding the location of solar panels, operation of food trucks and # of lots allowed in subdivision of an “existing parcel”. Future bylaws changes include a new provision to prohibit the creation of new excavation pits within the municipality.

Study Components

To meet the present and future needs of the community and to comply with the requirements of the **Planning Act**, the Rural Municipality of Brackley is preparing to undergo a review of its Official Plan and Development Plan. The Municipality is seeking a consultant who is familiar with Brackley, its residents and its issues to review its Official Plan and Development Bylaw. Input from the residents is imperative.

Official Plan and Bylaw Review

The consultant will review the current Official Plan, provide recommendations on possible changes, incorporate changes based on public input, prepare a draft plan, complete updates and prepare a final plan that is suitable for adoption by the Municipal Council. This plan should have a strong element of public consultation and be developed around a future envisioned by the people who work and live within each area of the community. This Official Plan should also consider four pillars which are critical to the long-term well-being of communities and people.

These are: (1) the natural environment including protection of surface water and groundwater resources, (2) the social elements of communities, (3) the local and regional economy, and (4) culture and heritage. The overall goal of the plan will be:

To continue to be primarily a rural community while allowing properly planned and environmentally sound residential, commercial and industrial development to occur in designated areas and to encourage recreational opportunities and institutional facilities for our residents.

Along with the Official Plan Review the consultant will be responsible for the review of the Development Bylaw to reflect any new Official Plan policies and Zoning and Future Land Use Maps. Consultation with the planners in the Lands Division of the Provincial Dept of Housing, Lands and Communities regarding the interaction with the Special Planning Area Regulations of the Provincial Planning Act. Review of any decisions made by the Island Regulatory Appeals Commission (IRAC) regarding developments or appeals in the Brackley Rural Municipality shall also be incorporated into this review.

The consultant shall ensure the Official Plan and Development Bylaw is in a format that is concise, in plain language, and easy to use and understand.

Areas subject to review include the following:

- Zoning and Land Use –Residential, Agricultural, Commercial, Industrial, Community and Institutional Uses
- Transportation
- Municipal Infrastructure
- Community Sustainability including sustainable development.
- Natural Environment - Recreation and Open Space, Environmental Protection and Watershed Issues, Wellfield Protection.
- Social, Culture and Heritage Economics
- Resiliency, Viability, including Emergency Preparedness,
- Capacity Building, Collaboration, Partnerships and Public Engagement
- Legally binding and enforceable wording.
- Additional provisions for bylaw enforcement.

Public Consultation and Input

During the project the consultant will be required to be involved in the public consultation process and will attend and make presentations at both preliminary and required public meetings. The consultant can attend in-person or virtually but preference will be given to in-person meetings. The consultant shall be prepared to attend a minimum of three (3) public consultation meetings. The consultant will be required to present preliminary findings to the Planning Board and meet with them on a regular basis to review progress. The consultant will also be responsible for presenting the final draft of the Official Plan and Development Bylaw to the Municipal Council and the public.

Before the final drafts are completed Council requires that it is to be reviewed by legal counsel licensed to practice on Prince Edward Island to ensure that the documents are legally enforceable in accordance with the laws of Prince Edward Island. Any changes suggested by the legal counsel are then to be incorporated in the final draft for each document.

Plan Advisory Committee

The council has designated the current Rural Municipality of Brackley Planning Board as its Plan Advisory Committee to oversee the review of the Official Plan and Development Bylaw. The Planning Board will be active in the public input process and attend each meeting to gain input from the public. Although the Planning Board may assist the consultant with obtaining information from external agencies, it will primarily be the consultant's responsibility to obtain such information. Planning Board meetings are held as required to review development and subdivision proposals.

The Planning Board currently consists of two members of council and three citizen members, development officer, plus the CAO with the mayor as an ex-officio member.

Background Studies and Information Provided

The following reports and studies provide information that will be of use in the Plan and Bylaw Review Process.

- a) List of building permits and subdivision applications – approvals and denials;
- b) Planning Act Regulations related to the Special Planning Area; (Section 63)
<https://www.princeedwardisland.ca/en/legislation/planning-act/subdivision-and-development-regulations>
- c) The current Official Plan of the Rural Municipality of Brackley;
<https://brackleypei.ca/plans/>
- d) The Brackley Zoning and Subdivision Control (Development) Bylaw #2018-03;
<https://brackleypei.ca/bylaws/>
- e) Wellfield Protection Plan Development City of Charlottetown Municipal Wellfields (Miltonvale, Brackley/Union and Suffolk Wellfields) Charlottetown, Queens County, PE by Joose Environmental.

Deliverables

The consultant will be responsible to provide:

- a) Fifteen (15) printed copies of the final draft of the Official Plan for presentation to the Planning Board, Council, and the public, plus a Microsoft Word compatible electronic version of the document.
- b) Fifteen (15) printed copies of the proposed Zoning and Subdivision Control (Development) Bylaw for presentation to Planning Board, Council and the public plus a Microsoft Word compatible electronic version of the document.
- c) Fifteen (15) copies of the draft Development Bylaw for presentation to Planning Board, Council and the public plus a Microsoft Word compatible version of the document.
- d) Fifteen (15) copies of the final copy of the Development Bylaw for Planning Board, Council and the public plus a Microsoft Word compatible version of the document.
- e) Summary of comments from all public meetings in hard copy and Microsoft Word compatible format.
- f) A final copy of maps (Future Land Use Map and Zoning Map) suitable for mounting and a digital copy of each in Arc View format.

Timing and Schedule

Detailed Proposal submissions are required by Monday, March 24, 2025, 5:00PM AST

The proponent will provide a detailed work schedule noting milestone dates and preliminary report dates, including recommended schedule of payment as part of the detailed proposal submission. The project will commence by April 7th, 2025

The Official Plan, Development Bylaw and mapping should be completed by October 31st, 2025.

Proposal Evaluation

QUALIFICATION CRITERIA

Proposal submissions should be no more than 15 pages. Submissions on company letterhead must include the following information:

1. A list and description of the firm's **relevant experience** in projects of comparable size, complexity, and scope. Include lead firm and any other sub-consultants or firms involved.
2. List of contact persons from previous projects noted who would provide **reference** for the firm, and its ability to carry out this project.
3. Identification of the lead firm and **principal contact person**.
4. Identification and description of **key project team members**, including any sub-consultants, their roles in the project, experience in comparable projects, and demonstration of their ability to carry out this project.
5. A clear understanding of the project **objectives**.
6. Detailed **work plan** and schedule, broken down to identify major phases and tasks with timelines for each, including conformation that the proposed schedule for the project is realistic or alternatively, submission of a tentative schedule proposed by the proponent, outlining the work plan and process to achieve the objectives of the project. The Planning Board can meet with sufficient notice of at least 7 calendar days, with Council meeting the 3rd Wednesday of each month with the exception of July and August.
7. Detailed **cost estimate** for the project by each phase and task. The municipality will be responsible for costs involved in hosting any public meetings. The municipality has budgeted up to \$25,000, HST included, in total for this review. The municipality will cover the costs of hosting the meetings, advertising and any printing costs.

SELECTION CRITERIA

The proposals will be reviewed and evaluated by a Review Committee consisting of the Chair of the Planning Board, two members of the Council, the CAO, one member of the planning board, and Development Officer. The following is a list of criteria that will be used to evaluate the proposals.

1.	Resources and experience of the proponent firm in successfully completing similar work.	Value 10
2.	Experience, qualifications, and availability of proponent team members, including communication skills and interview.	Value 20
3.	Proven ability to meet timelines and budgets on past comparable projects.	Value 05
4.	The technical merit of the proposal.	Value 15
5.	Understanding of the objectives as stated.	Value 05
6.	Project organization, work plan, schedule and controls.	Value 25
7.	Fees quoted in the proposal.	Value 20

While cost is clearly an important factor, the Committee will select a proponent using all of the criteria listed above and make its recommendation to Council for approval.

Rural Municipality of Brackley Request For Proposal - Official Plan and Development Bylaw

Form of Proposal

To: The Rural Municipality of Brackley

I/We the undersigned, after having read the Request for Proposal, terms, conditions and specifications, do hereby offer and agree to develop and provide the Official Plan and Development By-law for the Rural Municipality of Brackley.

Cost \$ _____

Plus 15% HST (if applicable) \$ _____

Total Cost of Project: \$ _____

Note: Include individual pages as required to provide the details and cost estimates as requested in the previous pages of this document.

PROPOSAL SUBMITTED

BY _____

ADDRESS _____

CITY/TOWN _____ **POSTAL CODE** _____

PHONE _____ **FACSIMILE** _____

E-MAIL _____

SIGNATURE _____

PRINT/TYPE NAME _____

TITLE _____

DATED _____

Rural Municipality of Brackley Request For Proposal - Official Plan and Development Bylaw Review

Form of Proposal

The following references have been supplied with similar work as proposed to the Rural Municipality of Brackley in this document.

1.) Name of the Firm/Organization: _____

Address:

Contact:

Name: _____

Phone No: _____

2.) Name of the Firm/Organization: _____

Address:

Name: _____

Contact:

Phone No: _____