
Request for Proposal
Updating and Harmonization of Four (4) Municipal Zoning By-laws
Red River Planning District (RRPD)
Closing Date: February 6, 2026

1. Introduction

The Red River Planning District (RRPD) is seeking proposals from qualified planning consultants or consulting firms to update and harmonize four (4) existing municipal zoning by-laws within the district. The project aims to deliver modernized, user-friendly, legally sound zoning by-laws that reflect current planning policy, municipal priorities, and best practices in land-use regulation.

The project must be completed within three (3) months of contract award.

2. Background

The municipalities within the Red River Planning District each maintain zoning by-laws that vary in structure, terminology, and regulatory approach. Several of these by-laws require modernization and improved alignment with:

- Provincial planning legislation and policy direction
- Current planning best practices
- Consistent administrative procedures
- Local municipal needs and growth objectives

This RFP seeks a consultant who can deliver a clear, user-friendly, modern, and harmonized set of zoning by-laws while preserving municipality-specific distinctions where necessary.

3. Objectives

The objectives of this project are to:

- Conduct a comprehensive review of four existing zoning by-laws.
- Identify gaps, inconsistencies, outdated regulations, and opportunities for harmonization.
- Prepare updated zoning by-laws that are clear, legally robust, practical for administration, and accessible to the public.
- Ensure consistent and effective administration across the Planning District
- Improve clarity and accessibility for administrative staff, developers, and the public

- Complete all work within a three-month timeframe.

4. Scope of Work

Background Review

- Review all four existing municipal zoning by-laws and related planning documents.
- Assess alignment with The Planning Act, provincial regulations, and RRPD development plan policies and applicable secondary plans.
- Deliver a gap analysis summarizing findings and harmonization opportunities.
- Coordinate with the ongoing zoning by-law review currently underway in another RRPD member municipality to ensure consistency, avoid duplication of work, and incorporate relevant findings or draft standards as appropriate.

Draft Harmonized Zoning Framework

- Prepare a draft zoning framework outlining recommended structure, definitions, zones, standards, and procedural components.
- Work with RRPD staff and municipal representatives to review and refine the framework.

Preparation of Updated Draft By-laws

- Prepare updated zoning by-laws for each municipality, incorporating harmonized standards across the District.
- Tailor provisions as required to reflect specific municipal contexts.

5. Final Deliverables

- Final zoning by-laws for each municipality in editable and publication-ready formats.
- A summary report outlining the review process, consultation outcomes, and rationale for major updates.
- A harmonized zoning structure suitable for use across the RRPD.

6. Proposal Submission Requirements

- Firm Overview – Relevant experience with municipal planning and zoning by-law development.
- Team Qualifications – Resumes and roles of project staff.
- Approach and Methodology – Consultant's understanding of the project and proposed work plan.
- Schedule – Confirmation of ability to complete the work within the 3-month timeline.

- Budget – Detailed fee estimate, including hourly rates, disbursements, and taxes.
- Past Projects – Examples of related zoning by-law updates or harmonization efforts.
- References – Minimum of three (3) professional references.

7. Evaluation Criteria

Proposals will be evaluated on:

- Understanding of the project and quality of approach
- Relevant experience and team qualifications
- Strength and clarity of consultation methodology
- Ability to meet the timeline
- Quality and feasibility of work plan
- Cost effectiveness and overall value

8. Submission Details

Please submit proposals electronically in PDF format to:

Red River Planning District

Email: jennifer@rrpd.ca

Subject Line: RFP – Zoning By-law Harmonization

Closing Date: February 6, 2026

Late submissions will not be considered.

9. Questions and Clarifications

All inquiries regarding this RFP must be submitted by email to:

Red River Planning District

Jennifer Ferguson

jennifer@rrpd.ca

Questions must be received by noon on January 27, 2026