



## **Peer Learning Network – Pilot Intelligent Inventory of Local Government Plans and Regulations** (issued August 8, 2025)

---

### **1. Introduction**

The Planning Institute of British Columbia (PIBC) seeks to engage a qualified consulting team to assess and potentially deliver a pilot intelligent inventory of local government plans and regulations to aid planners and practitioners working in the housing space in British Columbia and the Yukon. This work is authorized by the PIBC Board as part of the Peer Learning Network (PLN), and directed by the Institute's Housing Task Force of the Policy & Public Affairs Committee.

### **2. About PIBC**

PIBC is the professional association of planners in British Columbia and Yukon and has been dedicated to the advancement of the planning profession for more than 60 years. PIBC is the westernmost provincial/regional planning institute aligned with the Canadian Institute of Planners – the national association for the profession – and was incorporated in 1958 under the *Society Act* of British Columbia. Today, PIBC has over 2,000 members and operates with 11 Board members, 7 staff or appointed positions, and 11 committees. For more information about PIBC, please review the [2023-2025 Strategic Priorities](#) and [2024 PIBC Annual Report](#).

### **3. Context for Proposal**

The PLN is a program and service designed and delivered by PIBC to support planners and practitioners complying with new provincial housing requirements. Starting in 2023, the Province of British Columbia enacted a series of interrelated legislation affecting local governments with the stated goal of increasing the supply of housing in communities across the province.

The BC Ministry of Housing and Municipal Affairs provided a one-time funding contribution to PIBC in 2023 to support the delivery of the PLN program. To date, PIBC has delivered in-person information sessions and webinars with practitioners and legal experts, and offered an online discussion forum and subsidies for different planning and legal resources. One of the planned offerings is research-based resources. Informing topical areas of research were the PLN Input & Engagement Survey 2, participants' engagement in the PLN webinars, and the Housing Task Force.

Given that there are over 200 local governments in British Columbia and 8 local governments in the Yukon, each with their own unique way of hosting relevant key planning and regulatory documents online, finding and retrieving current information across jurisdictions is a significant barrier to knowledge exchange and continuous improvement.

For illustrative purposes, one use case is a planner wanting to compare and contrast the small-scale multiunit housing zoning bylaws of the City of Surrey and District of North Vancouver – there does not currently exist a convenient and efficient way to retrieve, compare, and synthesize the content in a manner that produces timely and useful information to planners and practitioners. PIBC has taken a first small step by producing the [Interim Inventory of Local Government Zoning Bylaws](#) – a compilation of hyperlinks to the zoning bylaws of 201 local governments in British Columbia, but even this initial tool has practical limitations for querying and comparative analysis (as well as the usual issue of maintaining the most up-to-date version as documents are amended or assigned new hyperlinks). A similar resource from a neighbouring jurisdiction is the Municipal Research and Services Center's inventory of municipal zoning codes in Washington State (<https://mrsc.org/research-tools/washington-city-codes>).



## **Peer Learning Network – Pilot Intelligent Inventory of Local Government Plans and Regulations** (issued August 8, 2025)

---

For more information about the PLN:

- [Project webpage](#)
- [Phase 2 Action Plan](#)
- [PLN Input & Engagement Survey 2 Report](#)

### **4. Goal and Objectives**

#### Goal

The goal of the proposed work is to design and produce an intelligent inventory of key local government plans and zoning bylaws for the use of planners and practitioners working in the housing space in British Columbia and the Yukon.

#### Objectives

In service of the goal, the “Pilot Intelligent Inventory of Local Government Plans and Regulations” will deliver:

- A strategic assessment that sets out the use cases, methodology, and key considerations for an Intelligent Inventory
- A pilot Intelligent Inventory as a ‘proof of concept’ that could be enhanced and expanded as appropriate.

### **5. Scope of Work**

The general scope of the major activities is outlined below. The successful Proponent is expected to develop detailed scopes of work for each activity in collaboration with PIBC staff and guidance from the Housing Task Force.

#### **ACTIVITY 1: INTELLIGENT INVENTORY STRATEGIC ASSESSMENT**

The Proponent will first prepare a strategic assessment that sets out the needs, opportunities, and options to consider when designing and delivering an Intelligent Inventory. The strategic plan may include, but is not limited to, the following content:

- Identification and prioritization of use cases (i.e. typical situations in which a planner or practitioner may need to access local government plans and regulations)
- Evaluation of appropriate Artificial Intelligence systems (e.g. Large Language Models, Small Language Models, etc.) or alternatives to accommodate priority use cases
- Risk assessment and mitigation measures (e.g. reliability and accuracy of results, outdated source documents, resource requirements)
- Considerations for integration with PIBC’s website architecture and other digital infrastructure requirements
- Considerations for maintenance and continuous improvement
- Considerations for any relevant federal or provincial regulations or guidelines on the use of artificial intelligence
- Recommendations or considerations for designing a pilot Intelligent Inventory



## **Peer Learning Network – Pilot Intelligent Inventory of Local Government Plans and Regulations** (issued August 8, 2025)

---

To achieve a high standard of work grounded in the needs of planners and practitioners, the Proponent is strongly encouraged to have at least one suitably qualified Registered Professional Planner on the team to advise the work. The Proponent will be expected to gather perspectives from key user groups in the public and private sectors through key informant interviews. PIBC will assist in facilitating connections.

### **ACTIVITY 2: PILOT INTELLIGENT INVENTORY**

Subject to the determination and decision of PIBC upon receipt of the Intelligent Inventory Strategic Assessment, the Proponent may proceed to design and deliver a pilot Intelligent Inventory. Generally, the end product will be owned and maintained by PIBC. The Proponent will provide PIBC with full access, including the backend code, a developer manual for programmers and designers, a general user's guide, and any other relevant operational/maintenance documentation.

The data inputs will be confirmed with PIBC. For the pilot, the priority data inputs will be local government official community plans and zoning bylaws in British Columbia and the Yukon. Additional source documents may be considered, such as Housing Needs Reports produced by local governments and provincial housing guidelines. It is anticipated that PIBC will be responsible for retrieving and sharing these source documents with the Proponent. The Proponent will convene at least one user testing focus group to obtain feedback on a 'beta' version of the pilot inventory. The user feedback will be used to make refinements to the pilot prior to public release.

Once released to the broader PIBC membership and other practitioners, the Proponent will monitor the performance of the pilot inventory and make appropriate refinements over an appropriate period of time (the precise period will be determined during detailed scoping). The consultant team will provide PIBC with full documentation of technical issues and any resolutions to inform potential future work on the inventory by PIBC. The Proponent is expected to present the pilot inventory in a webinar open to planners and practitioners.

### **6. Budget**

The estimated budget for the proposed scope is approximately \$30,000, with an initial estimated allocation of up to \$10,000 for Activity 1 and up to \$20,000 for Activity 2. The final budget will be based on a scope agreed upon between PIBC and the successful Proponent.

### **7. Deliverables**

For Activity 1, the Proponent will deliver a strategic assessment in the form of a PowerPoint presentation and any other appropriate documents. For Activity 2, should PIBC decide to proceed, the Proponent will develop and deliver a pilot intelligent inventory, associated documentation (e.g. developer's manual, general user's guide, and operational/maintenance documentation, and monitoring/issues report).

The Proponent is expected to meet and coordinate with PIBC staff on an agreed-to regular basis for the purposes of project management. The Proponent is expected to engage with the Housing Task Force at project start-up and at pre-determined milestones to present draft and final products. Subject to detailed scoping, the Proponent may be requested to present the tool to the PIBC Board, other key internal audiences, and at least one online webinar open to planners and practitioners.



## Peer Learning Network – Pilot Intelligent Inventory of Local Government Plans and Regulations (issued August 8, 2025)

---

### 8. Schedule

Subject to detailed scoping, Activity 1 is anticipated to be substantively completed within two months of project initiation. Should it proceed, and subject to detailed scoping, Activity 2 is anticipated to be substantively completed within 3 months of initiation, excluding the post-implementation monitoring period. A detailed final scope of work and schedule will be prepared in collaboration with PIBC and be finalized generally within several weeks of onboarding.

### 9. Submission Requirements

Interested Proponent teams must submit the following materials by 4:00PM PST, September 12, 2025 to PIBC's Manager of Research & Policy, Raymond Kan RPP, MCIP ([Raymond.Kan@pibc.bc.ca](mailto:Raymond.Kan@pibc.bc.ca)).

- A cover letter expressing interest and understanding of the project, qualifications, and experience
- A proposal (not to exceed 12 pages, excluding key personnel resumes) comprising:
  - **Team description:** overview of team members, including qualifications and experience
  - **Team expertise and experience:** detailed summation of the team's expertise and experience related to this scope of work.
  - **Project management structure:** critical for efficient and effective workflows and engagement with the client.
  - **Personnel Qualifications:** provide the key personnel, their roles, and their time allocation; for each personnel, include a resume in the appendix.
  - **Proposed project work plan:** include approach, methodology, tasks, deliverables, timelines, and time allocation of personnel; identify and describe any proposed deviations from the scope of work specified in this document.
  - **Proposed project budget and allocation:** separated by task
  - **Other information:** Any other information you consider relevant to the work.

### 10. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Qualifications and experience (45%)**
  - Qualifications of the team to undertake the project based on expertise, past project experience, and assembled personnel.
- **Approach and Methodology (35%):**
  - Demonstrated understanding of the project
  - Clear articulation of the approach, methodology, schedule, and project management structure
  - Value-add or innovative offerings
- **Price (15%):**
  - The Proponent offering the lowest price will be awarded 15 points
  - Other Proponents' scores = 15 x (Lowest Price/Proponent Price)
- **References (5%):**
  - Previous client or employer feedback



## **Peer Learning Network – Pilot Intelligent Inventory of Local Government Plans and Regulations** (issued August 8, 2025)

---

The evaluation process noted above will determine the prominent submission(s) with the highest point score(s). PIBC may deem the Proponent with the highest point score to be the successful Proponent, or PIBC may conduct an interview with a minimum of two Proponents with the highest point scores.

Should PIBC choose to conduct interviews, the results and impressions from the interviews will be combined with the total point scores to determine which Proponent is deemed to be the successful Proponent.

PIBC will select, at its sole discretion, the Proponent that it determines is best suited to achieve the objectives for this work. Based on its evaluation and determination, PIBC reserves the right to, at its sole discretion, decline to proceed with any Proponent or submission received.