



Request for Proposal Comprehensive Zoning By-law

Qualifications and Price

**Building & Planning Department
Township of Selwyn**

January 8, 2026

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1.0 General Background

The Township of Selwyn is requesting proposals from capable consultants for the comprehensive review and drafting of a zoning by-law for the Township of Selwyn as per details attached hereto as Appendix "B" (Project Description & Deliverables).

The Consultant's Proposal (See Section 3) including a Statement of Qualifications and Price Proposal received from each consultant shall be the general basis for the selection of a successful candidate for this Request for Proposal. The scoring evaluation in Section 5.0 shall consider each consultant's ability to provide the services requested, their experience and quoted price.

The Township of Selwyn is a lower-tier municipality within the County of Peterborough. Selwyn is the largest Township in the County, with a large rural community, along with 4 distinct urban communities; those being Lakefield, Bridgenorth, Ennismore and Young's Point. The Township has a population of 18,653 with over 8,000 households (2021 Stats Canada). See [Community Profile](#) for further information.

2.0 Statement of Qualifications

Each consultant must respond to the following requests/questions in a clear and comprehensive manner.

- a) Provide the full name and main office address of the responding entity.
- b) Identify when the consultant was organized and if a corporation, when incorporated and how many years engaged in this type of business/service.
- c) Identify and set out the qualifications of internal firm individuals and/or individuals from external firms that the consultant intends to use to perform supporting work/service on this Proposal.
- d) Provide details of the consultant's experience providing the services required as outlined in the Project details in Appendix B including references for past projects
- e) Provide a preliminary outline demonstrating how the proponent intends to deliver on the Project as described in Appendix B.

3.0 Consultant's Proposal

Each consultant **must** provide the following:

- Statement of Qualifications – See Section 2.
- Outline of work plan/project description – See Appendix B
- Proposed Schedule of Work
- Completed and signed Declaration and Price Proposal - See Appendix A
- References

4.0 Schedule of Events

Item	Date
Call for proposal	January 8, 2026
Receipt of proposal submissions due date	February 4, 2026
Completion of evaluation and scoring of the submissions with a report and recommendation to the Council	February 24, 2026
Anticipated date to accept a Proposal or reject all	February 25, 2026

Each consultant shall submit **four (4) hard copies** of their proposal as per Section 3.0 no later than **12 noon February 4, 2026** to the Township of Selwyn as follows:

Delivery (courier) Address (do not mail)

Township of Selwyn
Attention: Per Lundberg, Planner
1310 Centre Line,
Selwyn, Ontario
K9J 6X5

The outside of the shipping carton/envelope must be clearly marked with the following:

1. "Request for Proposal – Comprehensive Zoning By-law – Building & Planning Department"
2. Consultant's name
3. Consultant's mailing address.

Any Proposal received after the above deadline will be returned unopened to the consultant.

Opening of the RFP Submissions will take place at the Township of Selwyn Municipal Offices, 1310 Centre Line, Selwyn, Ontario at 12:05 pm February 4, 2026.

5.0 Scoring of Qualifications and Price

The evaluation of the Request for Proposal submissions will be carried out by an evaluation committee with a recommendation brought forward to the Council.

The Council will make its decision based on information gathered during the procurement process and the evaluation criteria outlined in this section. Failure to provide relevant information may result in penalties being assessed on the evaluation score.

Evaluation Criteria

Proposal submissions will be evaluated and scored according to the rating scheme indicated in Table 1.

Table 1 – Scoring Matrix

Criteria	Maximum Points	Points Scored
1. Consultant Profile General capabilities Years of business Experience and depth Specialist support services	10	
2. Consultant Experience Complexities and size of studies Number of projects of similar size and complexity Number of employees directly involved in projects Years of experience Business depth and resources Other relevant experience	20	
3. Detailed Response Understanding of the Project Creativity Innovation Methodology Approach Clarity of presentation of services to be provided Reference Checks Timing Experience in meeting set schedules	35	
4. Outline of Personnel Assigned to this Study Organization chart, reporting, etc. Qualifications and experience	10	
Total score for all components other than price	75	

Criteria	Maximum Points	Points Scored
<p>5. Price (scoring)</p> <p>$[1 - (B-A)/A] \times C$ = Final Cost Score where A is the lowest Consultant's cost. B is the Consultant's cost being scored. C is the maximum number of cost points available. Note: If the formula results in a negative number (which will occur when the Consultant's cost is more than twice the lowest cost), zero points shall be assigned.</p>	25	
Total score for all components other than price from Table 1	75	
Total score	100	

6.0 Pre-Submission and Other Information

If any consultant has questions concerning the Qualifications and Request for Proposal, finds discrepancies or omissions in the solicitation document, or requires clarifications, such matters should be submitted in writing to:

All consultants who obtain a copy of the Request for Proposal package are required to contact Per Lundberg, Planner at plundberg@selwyntownship.ca and advise of the same should any addenda or clarifications be issued with respect to the proposal document. The municipality reserves the right to supplement, add to, delete from, and change this solicitation document. Consultants will be advised by e-mail of any changes that are made providing that contact with the Township's Planner has been made as described above.

The municipality reserves the right to request additional data or information after the Proposal is received, if such data or information is considered pertinent in the Township's sole view, to aid the review and evaluation process.

Contact with the Township Council members is prohibited and can be considered as grounds for disqualification from the selection process.

All additional tasks suggested by the Consultant that are not specifically referred to in the Request for Proposal must be identified.

The Township reserves the right to reject any portion of any Proposal and/or reject all Proposals, to waive any informalities or irregularities in the Proposals, or to re-invite or to re-advertise.

All proposals submitted in response to this RFP become the property of the Township of Selwyn and, as such, are subject to the Municipal Freedom of Information and Protection of Privacy Act.

The consultant shall identify any potential conflicts of interest that the consultant and/or subconsultants may have.

Any amendments and/or questions will be circulated to all registered consultants.

7.0 Successful Bid Expected Conditions

Award and Execution of Bid

For the purposes of this Contract, the date of award of the Contract shall be deemed to be the date when the Township has, in writing, notified the Consultant by e-mail that the conditions, precedent to the award, have been satisfied.

If the Consultant refuses or fails to execute the contract within ten (10) working days of the date of award, it will be considered that the Consultant has abandoned all rights and interest in the contract. The Township shall, in such event, be free to award the contract to another Consultant, or to re-tender the work.

Insurance Requirements

The Consultant shall continuously maintain, throughout the term of the Contract, and pay for the following insurance coverage:

Commercial General Liability

The Consultant shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Township of Selwyn and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- (a) A limit of liability of not less than \$5 Million/occurrence with an aggregate of not less than \$10 Million
- (b) Add "The Corporation of the Township of Selwyn" as an Additional Insured with respect to the operations of the Named Insured
- (c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- (d) Non-owned automobile coverage with a limit not less than \$2 Million and shall include contractual non-owned coverage (SEF 96)

- (e) Products and completed operations coverage
- (f) Contractual Liability
- (g) Work performed on Behalf of the Named Insured by Sub-Contractors
- (h) The policy shall provide 30 days prior notice of cancellation

Professional Liability Insurance

The Consultant shall take out and keep in force Professional Liability insurance in the amount of \$5 Million providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$25,000.00 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Township of Selwyn. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90-day notice of said cancellation or non-renewal must be provided to the Township of Selwyn. The Township of Selwyn has the right to request that an Extended Reporting Endorsement be purchased by the Consultant at the Consultant's sole expense.

Automobile Insurance

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2 Million per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Contractor.

Primary Coverage

The Consultant's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the Township.

Certificate of Insurance

The Consultant shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

Indemnification and Hold-Harmless

The Consultant shall defend, indemnify and save harmless The Corporation of the Township of Selwyn, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Consultant, its directors, officers, employees, agents, contractors and

subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Consultant in accordance with this Contract and shall survive this Contract.

The Consultant agrees to defend, indemnify and save harmless The Corporation of the Township of Selwyn from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Consultant's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Consultant in accordance with this Contract, and shall survive this Contract.

Workplace Safety & Insurance Board (WSIB) and AODA Requirements

Adherence to WSIB requirements is mandatory for this project. A certificate of clearance from the Workplace Safety & Insurance Board shall be submitted by the successful Consultant to the Township. Adherence to the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA), including the Accessibility Standard for Customer Service which applies to third parties that provide goods and services to members of the public on behalf of a public sector organization is also required. Proof of AODA compliance required.

Appendix A – Declaration and Price Proposal

1. I/we declare that this Proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a Proposal for the same purchase and is in all respects fair and without collusion or fraud.
2. I/we declare that all matters stated in the submitted Proposal are in all respects true.
3. The undersigned have carefully read the Requirements as per the Request for Proposal, and have satisfied ourselves as to the conditions under which the transaction and subsequent items to be supplied and do hereby submit a Proposal to the Municipal Corporation of the Township of Selwyn for a consulting services to deliver a new comprehensive zoning by-law.
4. I/we acknowledge that _____ addenda have been received and that it is my/our ultimate responsibility to ensure all addenda issued have been received.
5. If selected as the successful consultant, I/We agree to abide by the terms as set out in the Request for Proposal Qualifications and Price with its Specifications and provisions for the price shown.
6. The price submitted shall be firm for a period of not less than Sixty (60) calendar days from the closing date of this Request for Proposal.

Dated at _____ this _____ day of _____ 2026

) _____
)) Signature
))
))
)) _____
)) Signing Authority (Print Name)
))
))
))
)) _____
)) Company Name
))
))
)) _____
)) Street Address/City/Town/Postal Code
))
))
)) _____
)) Telephone Email

Price Proposal

Prices shall be in Canadian Funds.

Item	Price
- Stage 1: Review and Analysis	
- Stage 2 - Initial Consultation, Preparation of Draft Zoning By-law and 2 nd Round of Consultation	
- Stage 3 - Draft Zoning Refinement and 3 rd Round of Public/Stakeholder Feedback	
- Stage 4 – Final Approval	
Subtotal	
Other (Hourly Rate) (detail pricing – use separate sheet if necessary)	
Subtotal	
HST	
Total	
Optional - Value Added Services (detail pricing – use separate sheet if necessary)	

In order for the Price Proposal to be complete, a complete response to the items listed in **Section 3 – Consultant’s Proposal** must be provided with the Declaration and Price Proposal.

Appendix “B”

– Project Description and Deliverables –

Background

The Township of Selwyn is a lower-tier municipality within the County of Peterborough established on January 1, 2001 through the amalgamation of the former Township of Smith-Ennismore with the Village of Lakefield. The Townships of Smith and Ennismore were previously amalgamated in 1998. Lakefield and Woodland Acres have full water and sewer services. The remainder of the Township's properties have private services (well and septic). See our [Community Profile](#) for more information.

The in-effect County of Peterborough Official Plan serves as the Official Plan for the Township of Selwyn as well as 3 other lower-tier Township's within the County. As the upper-tier municipality, the County of Peterborough has Planning Act approval authority for consents, subdivisions/condominiums and official plan amendments. As a lower-tier municipality the Township of Selwyn has approval authority under the Planning Act for minor variances, zoning by-law amendments and site plan approvals.

The County of Peterborough adopted a new Official Plan in 2022 which is currently awaiting Ministerial approval which is expected to occur soon ([County of Peterborough - Approval of a municipality's official plan | Environmental Registry of Ontario](#)). The new Official Plan will act as the Official Plan for 7 of the 8 lower tier municipalities within the County including Selwyn Township. The Township is seeking to adopt its comprehensive Zoning By-law in accordance with the requirements of the Planning Act following the Ministerial approval of the new Official Plan. In advance of this expected Ministerial approval, the Township wishes to commence the preparation of a new comprehensive Zoning By-law.

Project Completion Timing

The Township is expecting that the successful consultant will deliver on the project concluding with a Council approved new Comprehensive Zoning By-law for the Township of Selwyn within 24 months from the date of the contract being awarded. The project timing must consider the 2026 Municipal Election process (Municipal Election October 26, 2026).

- Stage 1 to 2 – Background research/best practices review, background report/initial recommendations and key issues, initial public/stakeholder feedback, draft Zoning By-law and 2nd round of public/stakeholder feedback (March 2026 to May 2027).
- Stage 3 to 4 – Refining Zoning By-law, 3rd round public/stakeholder feedback and statutory meeting and final approval (June 2027 to February 2028).

Any appeal of the Council approved new Comprehensive Zoning By-law to the Ontario Land Tribunal may extend the contract term, at the discretion of the Township.

Scope of Work

1.0 Project Objectives

As a result of the pending Provincial approval of the County Official Plan which acts as the Official Plan for 7 of the 8 lower tiers in the County of Peterborough including Selwyn Township, the comprehensive review of the Township's Zoning By-law (the Project) is being initiated in accordance with the requirements of the Planning Act.

The Project will accomplish the following objectives:

- implement the policies of the approved Official Plan;
- implement policy directions in accordance with the Provincial Planning Statement and the Planning Act;
- create a zoning by-law with standardized definitions, general provisions, zone categories and zone regulations;
- increase the clarity, intent and ease of understanding the zoning by-law using explanatory or illustrative diagrams where appropriate to assist in interpretation; and
- create contemporary zoning standards that would:
 - embody flexibility;
 - introduce new uses in zones where it is appropriate and advantageous;
 - remove existing uses in zones where they are no longer relevant or appropriate; and,
 - replace and update antiquated, redundant and ambiguous definitions and development standards.

2.0 Project Summary

The Project will result in a new Zoning By-law for the Township of Selwyn.

2.1 Zoning Review

The Project will review and assess the following to effectively implement the applicable policies and plans that provide the basis for the new Zoning By-law as follows:

2.1.1 Provincial legislation, policies and plans, including but not limited to:

- The Planning Act, Provincial Planning Statement (2024), Accessibility for Ontarians with Disabilities Act, Clean Water Act (Source Water Protection Plans), Building Code Act, Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (2016), County of Peterborough Official Plan and other relevant Provincial Statutes, regulations,

and guidelines.

- 2.1.2 A review of the approved County of Peterborough Official Plan to understand the general planning policy context for the Township.

2.2 Draft new Zoning By-law

From the above review and assessment, the consultant will undertake the drafting of a new Comprehensive Zoning By-law, as follows:

- 2.2.1 Create zone categories including but not limited to residential, commercial, industrial, open space, institutional etc to implement Official Plan policy.
- 2.2.2 Reduce the number of existing zoning categories, where feasible and supported by policy.
- 2.2.3 The establishment of regulations that implement the general planning policy context of the Official Plan as well as applicable Provincial planning legislation and policy
- 2.2.4 Create easily comprehended zone regulations and general provisions.
- 2.2.5 Ensure consistency of defined terms within all zone categories and special exceptions.
- 2.2.6 Ensure consistency and applicability of defined terms and standards.
- 2.2.7 Assessment of problem areas with existing zoning standards requiring updating or possible new regulations including but not limited to additional dwelling unit (ADU) regulations, urban chicken regulations, utility installations, accessory structure regulations, parking regulations, commercial outdoor patio regulations, EV charging station regulations, pop up vendor regulations, on-farm diversified use regulations, etc.
- 2.2.8 Assessment of all existing exception zones and determination of those that will need to be brought forward into the new Zoning By-law.

2.3 Mapping Review and Update:

- 2.3.1 A review of current zoning and creation of zoning schedules will be completed.
- 2.3.2 The consultant will work with County GIS staff and CGIS staff to update zoning information on these two GIS platforms.
- 2.3.3 The consultant will work with County GIS staff and CGIS staff to update Official Plan information on CGIS.

2.4 Be User Friendly

The Project is to include innovative yet proven approaches to the format and content of the document to make it user-friendly for planning practitioners and the public alike. This will include general principles such as:

- 2.4.1 clear and concise terminology within minimal use of 'legalistic' and confusing language;
- 2.4.2 consistent and standardized alpha and numeric ordering should be used throughout the By-law;
- 2.4.3 avoid cross references, where feasible;
- 2.4.4 use of fonts, font sizes and layout that are user-friendly and adherence to the Accessibility for Ontarians with Disabilities Act
- 2.4.5 incorporate the use of tables in zone regulations to simplify and clarify requirements;
- 2.4.6 avoid complexity by combining too many zone categories and regulations in table format.
- 2.4.7 use illustrative diagrams to assist in the explanation of definitions and provisions, where appropriate;
- 2.4.8 use of bold for terms / uses that are defined in the By-law; and
- 2.4.9 be in an accessible format for computer readers (Accessibility for Ontarians with Disabilities Act compliant).

Although the above describes the basic scope of the work to be undertaken, it is expected that the successful consultant will take this as a minimum and compile a team and propose a work plan that achieves the purpose of this assignment in a creative, progressive and effective manner.

3.0 Proposed Work Plan for the Project

To achieve the above-noted objectives, a four-stage approach is envisioned as set out below. This approach is a guide and the exact work-plan may be subject to refinement based on submissions received and further discussions with the successful consultant. The Project will be undertaken with the benefit of a comprehensive public engagement and consultation program that will promote input and foster consensus with various stakeholder groups, Council, the public, Township departmental staff, government agencies, First Nations, the private sector, and non-governmental organizations. Standard public engagement requirements apply. The consultant is encouraged to identify mechanisms to engage public involvement in the Project (social media, online surveys, kitchen table discussions, newsletters etc.).

The Township's Planner is assigned as the Township's Project Manager lead for the Project. The Township's Planner will be the lead liaison with the consultant's project manager (lead) with support from the Manager of Building and Planning. The consultant is responsible for obtaining inter-departmental, provincial and agency advice, as needed, as well as public input through a series of public

meetings to obtain community direction and comments.

It is anticipated that the Township will establish an Advisory Committee to assist with providing input to the Planner and the consultant. The exact membership of the committee is to be determined but is expected to include Township management staff, as well as Conservation Authority and First Nations representation. The meeting schedule of the Advisory Committee will be set in consultation with the successful candidate.

Early engagement with First Nations communities is required.

3.1 Stage 1: Review and Analysis

Stage 1 of the Project will consist of development of a communications plan, seeking initial input from stakeholder agencies, reviewing all relevant background information, develop and implement an Advisory Committee, and a best practices review. The information will be compiled into a Background Report together with a strategy which identifies future directions on the identified key issues.

Communications Plan - will include development of a communications plan to inform the community/stakeholders that the Project is being undertaken and how to track progress, including:

- initial presentation to Council
- appropriate communications advising all relevant stakeholders, the public, and agencies of the Project commencement (media releases/website)
- initial consultation with Township departmental staff, agencies and other interested stakeholders

Review of Background Information - the consultant is expected to review the Township's Official Plan and other relevant documents to gain a thorough understanding of the planning context of the area. This will include the acquisition of policy and mapping information (i.e. agricultural mapping, flood plain mapping, natural heritage information, etc.) from the Province, Otonabee Region Conservation Authority and other governing bodies that could have implications on the formulation of the Zoning By- law and related schedules.

Implementation of Advisory Committee – to include the development of a terms of reference and meeting schedule for the Advisory Committee. This task will enable the consultant to understand the Township's land use planning context, past practices, current issues, trends, facts, assumptions, opportunities and constraints affecting the Township's planning and regulatory environment.

Best Practices Review - the consultant will conduct a best practices review of other municipalities with a similar character that have recently undertaken work to create a comprehensive zoning by-law to identify potential approaches, challenges and opportunities.

Background Report - the consultant will conduct a detailed technical review of the current Zoning By-law and zoning issues and trends which will lead to the preparation of a Background Report summarizing key issues/recommendations.

This documentation will provide a concise inventory of available data and any input received from initial stakeholder agency communications. The Township will provide a list of zoning issues to the consultant for consideration in the review process.

Stage 1 deliverables:

- Communications Plan including presentation and Council and initial public/stakeholder notification
- Advisory Committee Implementation
- Detailed Work Plan
- Background Report (key finding and issues) including presentation to Advisory Committee and Council
- Proposed Timeline: Stage 1 completed by August 2026

3.2 Stage 2: Initial Consultation, Preparation of Draft Zoning By-law and 2nd Round of Consultation

Stage 2 of the project will consist of public and stakeholder input on the Background report, preparation of a draft zoning By-law, and 2nd round of public/stakeholder consultation.

Initial Consultation - will take place on the Background report which is expected to include best practices, key findings, key issues and recommendations. It is anticipated that the Background Report will be posted online with the public/stakeholders being invited to provide feedback.

Draft Zoning By-law - will be created based on public/stakeholder feedback etc., including detailed mapping. It is imperative that the consultant create a strategy for the public/stakeholders to review mapping to ensure accuracy of information.

2nd Round of Public/Stakeholder Consultation - open houses will be held to review the draft Zoning By-law and draft mapping.

Stage 2 deliverables:

- Engagement Background Report posted online – public and stakeholder feedback Q4 2026.
- Preparation of draft Zoning By-law.
- Draft Zoning By-law including presentation to the Advisory Committee and Council
- 2nd Round Public and Stakeholder Consultation Open Houses. (Note: A minimum of three (3) open houses are to be held, one (1) in each ward within the Township i.e. Smith, Ennismore & Lakefield).
- Proposed Timeline: Stage 2 completed by May 2027

3.3 Stage 3: Draft Zoning Refinement and 3rd Round of Public/Stakeholder Feedback

Stage 3 - will consist of refining the draft Zoning By-law based on Advisory Committee, Council, public, and stakeholder feedback in Stage 2. The consultant will then seek feedback on the refined Zoning By-law by conducting a 3rd round public and stakeholder engagement.

Stage 3 deliverables:

- Refinements to the draft Zoning By-law
- Summary Report(s) for presentation to Advisory Committee and Council incorporating updated zoning information.
- 3rd Round Public and Stakeholder Consultation Open Houses. (Note: A minimum of three (3) open houses are to be held, one (1) in each ward within the Township i.e. Smith, Ennismore & Lakefield).
- Proposed Timeline: Stage 3 completed by October 2027

3.4 Stage 4: Final Approval

Stage 4 will consist of preparing a final draft Zoning By-law, open house and the statutory public meeting and final presentation and enactment of the Zoning By-law by Council.

Based on the feedback obtained during Stages 2 and 3, the consultant will refine the draft Zoning By-law for final consideration in consultation with the Advisory Committee and present to Council in preparation for the statutory meetings. A Statutory Open House will be scheduled followed by a Statutory Public Meeting. It is anticipated that Council decision on the new Comprehensive Zoning By-law will be scheduled at a later date following the statutory open house and public meeting.

Stage 4 deliverables:

- Revised & Final Draft Zoning By-law
- Presentation to Advisory Committee
- Summary Report(s) for presentation to Council (anticipate November 2027)
- Statutory Open House and Statutory Public Meeting
- Final Council approval
- Proposed Timeline: Stage 4 completed by February 2028

4.0 Role of the Consultant

4.1 Duties of the Consultant

The consultant will undertake the work involved to complete the overall Project. Township planning staff will be available to provide assistance and support. The consultant will be responsible for the following tasks:

- organize, prepare materials and issues lists, prepare minutes, and conduct meetings, as well as, document, edit, analyze and distribute information resulting from:
 - all stakeholder, public open house, and statutory public meetings;
 - attendance at all Advisory Committee meetings; and,
 - attendance at all required Council meetings to present the final recommended Zoning By-law.
- The Township's Project liaisons and Advisory Committee will work with the consultant to determine the level of consultation needed. However, the successful consultant will be responsible for providing a recommended consultation plan for the Project in their proposal submission based on the suggested requirements as outlined above.
- The consultant may also be requested to attend additional individual one-on-one meetings with key stakeholders if such further consultation is needed. Cost of these additional meetings shall be priced in accordance with the consultant's hourly rates.
- All administrative duties including responding in writing to all correspondence.
- Preparation of draft notices, invitations, and press releases.
- Carrying out background research and reports/studies as outlined in this RFP.
- Draft summaries, reports and documents for review and comment in advance of final submissions.
- Prepare all versions of the draft and final Zoning By-law.
- Provide the required information and direction to the Advisory Committee, as needed.
- Presentation of the final Zoning By-law to Township Council.
- Provide representation of the approved Zoning By-law at any Ontario Land Tribunal (OLT) proceedings or hearings as required. This is not included in the Project cost and will be subject to separate contractual arrangement at a later date, if needed. A separate fee schedule is required to address costs for potential Ontario Land Tribunal appeals subsequent to the stated separate contractual arrangement.
- Mapping

A critical component of the Project is the creation of new map schedules in both hard copy and digital form.

- For hard copy maps, the Consultant will design the hard copy zoning schedules which takes into consideration format, sizing, labelling, and symbolization issues.
- For digital form maps, the Consultant will coordinate the update of the digital layer(s) for integration into the Township CGIS and County GIS systems. This will include the updating of CGIS Official Plan mapping as approved by the Province.

The need for quality, accuracy and improved utility for zoning schedules is imperative. The consultant's role will be to complete the review, coordinate the necessary changes, and finalization of new schedules.

4.2 Qualifications of the Consultant

The Township is seeking a consulting team with demonstrated expertise and experience in formulating municipal zoning by-laws particularly with rural, rural settlement, lake-based residential, agricultural, aggregate and recreational land uses. In-house GIS expertise is preferred. Demonstrated experience in defending the work at the Ontario Land Tribunal is also necessary.

5.0 Project Deliverables

Project deliverables from the Consultant shall include:

- all information gathered through the consultation process, summary and discussion papers, and reports;
- copies of all written correspondence and responses;
- five hard copies of the approved Zoning By-law;
- one electronic copy of each documents noted above in a form acceptable to the Township;
- all spatial data and/or metadata is to be in a format acceptable to the Township, CGIS and the County GIS Department.
- the consultant will be responsible for entering into a Digital Data Use Agreements (DDUA) with the County of Peterborough GIS Department, Township, CGIS and/or other external data sources, as needed.
- all data created by the consultant will become the property of the Township. Data may become available to the public through open data initiatives.

6.0 Meetings

Meetings and meeting schedules will meet minimum statutory requirements as well as the consultant prepared communications and work plans to be presented to and approved by Council.

The consultant will be responsible for booking meeting locations and issuing notices, invitations, and press releases.