

Addendum # 1 RFP - Request for Proposal

Comprehensive Zoning By-law

Township of Selwyn

Addendum # :1 Issued: Friday, January 16, 2026

Re: Section 6.0 – Pre-Submission and Other Information

Questions and Clarification and **Response (in bold)**

1. Regarding WSIB adherence, consultants in our field are exempted from WSIB. Will a letter confirming that status be satisfactory to the Township?
Yes. A letter with the applicable legislative references for the exemption is sufficient.
2. Acknowledging the timing of the 2026 municipal election, is the Township open to an alternative project timeline that will bring the project to an earlier completion?
Yes. Provided the deliverables outlined in the RFP are achieved.
3. What is the budget for this project?

Selwyn does not provide project budget information. Should you submit a proposal, it will be assessed according to the evaluation process outlined in the RFP.

4. How many Zoning By-law Amendments and minor variances are there?
Our last zoning comprehensive review was completed in 2009. It would take me quite some time to tally up the exact number of zoning by-law amendments and minor variances that the Township has processed since 2009. Roughly speaking, we have historically processed about 50 minor variance applications per year but this has been lower in the last 2 years likely due to economic conditions with 31 in 2024 and 17 in 2025.

For zoning amendments, including holding zone lifts, we've historically processed about 10 to 15 per year. This also fell to 4 last year likely due to current economic conditions.

5. How many exception zones are there?
With regard to exceptions, we currently have 624 site specific exception zones in Schedule “B” of the Township’s current zoning by-law that will need to be reviewed.
6. A review of minor variances provides insight into what aspect of the current ZBL are not working.

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Comprehensive Zoning By-law

Township of Selwyn

With regard to minor variances, I would say that the majority of the variances are triggered by waterfront residential development/re-development within the required 30 metre highwater setback as per current Official Plan policy. Related sideyard, front yard, lot coverage etc variances for these waterfront projects is also common since many of the Township's waterfront properties vary in area and many are quite small.

7. Will the Township be responsible for the cost of printing materials (handouts, display boards, maps, etc.) for open houses/workshops, or should we factor that into our quote?

These will be at the consultant's expense to produce and deliver. Please provide detailed pricing for copies, display panels, maps in the Optional - Value Added Services Section of your price proposal.

8. Will the Township's Project Manager serve as the general meeting coordinator (i.e., invites, scheduling, logistics, refreshments, etc) for internal and external meetings, including: project team meetings; TAC or CWG Meetings; Focus Groups; Workshops, etc.?

The consultant will be responsible for coordinating meetings. Please do not cost out refreshments at this time.

9. Given question 3 and the Township's response, shall bidders quote to the exact workplan and tasks provided in the RFP? Should consultants suggest alternatives to potentially reduce costs? Or add additional items, such as an as-required engagement reserve (speaking to bullet two in Section 4.1)?

The Township advises bidders to provide a price estimate on the project/workplan as outlined in the RFP. If the bidder would like to propose an alternative workplan & pricing for the alternative, this should be in addition to a pricing for the project as outlined in the RFP.

10. Is there a final date for sending questions?

In fairness to all bidders, we will accept questions and provide response until end of day January 30th. Any last questions should be submitted by 12 pm (noon) on January 30th.

11. Does the Township have existing working relationships or recurring, regular conversations with Indigenous Communities? How many Nations would be contacted?

Addendum # 1 RFP - Request for Proposal

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Township of Selwyn

First Nations engagement will be with Williams Treaties First Nations of which there are 7 (Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil & Georgina Island).

12. What is the Township's expectation regarding public input management? Will that be the Township's responsibility and what work products are expected?

As outlined in the RFP, a communications plan, to be approved by Council, will be the responsibility of the consultant to provide. Public input management will be the responsibility of the consultant.

13. Are there any requirements for recurring status update meetings?

Yes. As outlined in the RFP, regular updates to Council and a Township Advisory Committee will be required. The exact schedule of Advisory Committee meetings will be coordinated with the successful consultant.

14. To confirm, for GIS requirements, we should anticipate that data deliverables are to work in Peterborough County's GIS system (ArcGIS)?

Correct. The successful consultant will be responsible for coordinating data requirements and updates to the County GIS resulting from the approved new zoning by-law. The Township also has a 2nd GIS system (CGIS) for which the consultant will be responsible for coordinating the update of the zoning layer as well the Official Plan layer on CGIS following provincial approval of the adopted new OP.