



**Request for Proposal
Comprehensive Zoning By-law &
Site Plan Control By-law**

Qualifications and Price

Building & Planning Department
Township of Selwyn

September 17, 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). An update of the Township's site plan control by-law is also included in this RFP as per details attached hereto as Appendix "B" (Project Description & Deliverables). The municipal budget for the Project will not be disclosed.

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 in a separate and sealed envelope - See Appendix A (Declaration & Price proposal)
- ☐ References

4.0 Schedule of Events

Item	Date
Call for proposal	September 17, 2026
Last day of receipt for RFP comments and questions	Noon on October 8 2026
Receipt of proposal submissions due date	October 13, 2026
Completion of evaluation and scoring of the submissions with a report and recommendation to the Council	November 10, 2026
Anticipated date to accept a Proposal or reject all	November 11, 2026

Each consultant shall submit **four (4) hard copies** of their proposal as per Section 3.0 no later than **12 noon on October 13, 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

This RFP process will be conducted using a 2-envelope system, as follows:

- Envelope One – Detailed Response (envelope to be clearly marked as **Envelope One – Detailed Response**). For greater clarity, this envelope **should not include any pricing information**.
- Envelope Two – Price Submission (envelope to be clearly marked as **Envelope Two – Price Submission**). For greater clarity, this envelope will not be opened unless the bidder has passed the Detailed Response evaluation submitted in Envelope One.
- The Envelope One RFP submissions shall be opened publicly and the names of those submitting shall be disclosed at the time of opening (no other bid details including price will be shared at the opening).

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 on October 13, 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 in two stages according to the rating scheme indicated in Tables 1 and 2. Evaluations will be conducted using a 2-envelope system.

Envelope One will be opened and the evaluation committee will evaluate each submission in accordance with Table 1. The maximum points allotted for this evaluation is 75. At least 42 points will be required to pass this section in order to proceed to the interview stage, if used, and the price evaluation. If the bid does not pass this section, it will be disqualified and no further evaluation will be conducted. Envelope 2 – Price Submission will not be opened for submissions failing the Envelope One – Detailed Response evaluation.

Envelope Two will only be opened for submissions that pass the Envelope One evaluation. Envelope Two will be scored by the committee in accordance with Table 2 – Price. A maximum of 25 points may be awarded for the Envelope 2 - pricing proposal evaluation.

Table 1 – Detailed response evaluation (Envelope One Submission)

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	30	
4. Outline of Personnel Assigned to this Study Organization chart, reporting, etc. Qualifications and experience	10	
5. Total score for all components other than interviews and price. Minimum score required to be further considered (60% or 42 pts)	70	
6. Interviews (Optional) – should interviews not be utilized, 5 points will be added to each submission.	5	
Total Score - `Table 1	75	

Table 2 – Price evaluation (Envelope 2 Submission)

Criteria	Maximum Points	Points Scored
5. Price (scoring) $[1 - (B-A)/A] \times C = \text{Final Cost Score}$ 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.	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:

Planner, Per Lundberg
 P.O. Box 270
 Bridgenorth, Ontario, K0L 1H0

Telephone 705-292-9507
 e-mail plundberg@selwyntownship.ca

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. Businesses exempt from WSIB requirements shall provide a letter outlining the legal references for the exemption. 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.
7. I/we declare and acknowledge awareness of the ***Buy Ontario Act (Public Sector Procurement), 2025*** as it relates to this proposal ensuring support for Ontario made goods and services.

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
- ZBA Stage 1: Review and Analysis	
- ZBA Stage 2 - Initial Consultation, Preparation of Draft Zoning By-law and 2 nd Round of Consultation	
- ZBA Stage 3 - Draft Zoning Refinement and 3rd Round of Public/Stakeholder Feedback	
- ZBA Stage 4 – Final Approval	
Other (Hourly Rate, as applicable) (detail pricing – use separate sheet if necessary). This may include items such as estimated pricing for preparation of printed materials and the like prepared for the Advisory Committee, Council and the public.	
Subtotal	
- SPC Stage 1: Review and Analysis	
- SPC Stage 2: Draft By-law	
- SPC Stage 3: Revised Draft By-law	
- SPC Stage 4: Final Approval	
Other (Hourly Rate, as applicable) (detail pricing – use separate sheet if necessary). This may include items such as estimated pricing for preparation of printed materials and the like prepared for the Advisory Committee and Council	
Subtotal	
HST	
Total	
Optional - Value Added Services (detail pricing – use separate sheet if necessary). As an option, this may be used if the consultant wishes to propose an alternative workplan or additional services in addition to the Project as outlined in this RFP. A price proposal for the Project as outlined in this RFP is required in order to be considered for this project.	

In order for the Price Proposal to be complete it must be provided in a separately sealed envelope marked as Envelope Two and include 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 7 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 was recently approved by the Province on August 4, 2026. With the approval of the [Official Plan](#), the Township is now seeking to initiate the comprehensive review of the Township’s Zoning By-law in accordance with the requirements of the Planning Act.

In conjunction with the Zoning By-law review, the Township will be updating its Site Plan Control By-law. A public engagement process is not envisioned for this update.

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 and Site Plan Control By-law for the Township of Selwyn within 24 months from the date of the contract being awarded with the proposed timing included in sections 4 and 5 of this Appendix.

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 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;
- reduce red tape by eliminating unnecessary rules, administrative burdens, and duplicate regulatory requirements, where feasible; 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.

The Project includes the comprehensive review and update of the Township's Site Plan Control By-law to be completed concurrently with the comprehensive review of the Township's Zoning By-law. The review of the Site Plan Control By-Law is being initiated to accomplish the following:

- implement applicable policy and legislated direction in accordance with the Provincial Planning Statement and the Planning Act;
- ensure clarity, intent, ease of understanding and ease of implementation;
- provide clear goal and purpose statements for the use of site plan control in Selwyn Township;
- implement modern and up to date best practices for the use of site plan control within the context of Selwyn Township being a rural municipality; and

- reduce red tape by eliminating unnecessary rules, administrative burdens, and duplicate regulatory requirements, where feasible.

2.0 Project Summary – Zoning By-law

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

2.1 Background Information Review

Consultants are advised that the Township has historically processed about 50 minor variance applications per year with lower numbers in recent years due to current economic conditions. The majority of minor variance applications in Selwyn Township are the result of waterfront residential property re-development which require a minor variance to expand or re-develop dwellings on these properties within the 30 metre high-water setback. Minor variances for residential waterfront redevelopment projects may also include reliefs for side yard, front yard, lot coverage etc. There are currently 629 exception zones in the in-effect Comprehensive Zoning By-law for the Township of Selwyn. The in-effect zoning by-law was last consolidated in February of 2026.

Although the following 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.

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), and other relevant Provincial Statutes, regulations, and guidelines.
- 2.1.2 A review of the approved County of Peterborough Official Plan to understand the local planning policy context for the Township.
- 2.1.3 A review of the existing in-effect zoning by-law in order to understand the current zoning regulatory environment for the Township of Selwyn.

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 zoning 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).

3.0 Project Summary - Site Plan Control By-law

In addition to a new Zoning By-law as per section 2.0, the Project will result in a new Site Plan Control By-law for the Township of Selwyn.

3.1 Background Information Review

The Project will review and assess the applicability of various policies and laws that may inform the basis for the new By-law as follows:

- 3.1.1 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 and Ontario Building Code, Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas (2016), and other relevant Provincial Statutes, regulations, and guidelines.
- 3.1.2 A review of the approved County of Peterborough Official Plan to understand the general planning policy context for the Township.
- 3.1.3 A review of the existing in-effect site plan control by-law in order to understand the current use of site plan control in the Township of Selwyn.
- 3.1.4 Monitoring of the Provincial proposal to reform site plan control as announced in March of 2026 (ERO posting 026-0310)

3.2 Draft new Site Plan Control By-law

From the above review and assessment, the consultant will undertake the drafting of a new Site Plan Control By-law for the Township ensuring consistency with the draft new comprehensive zoning by-law, as applicable.

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.

3.3 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:

- 3.3.1 Clear and concise terminology within minimal use of 'legalistic' and confusing language;
- 3.3.2 Consistent and standardized alpha-numeric ordering should be used throughout the By-law;
- 3.3.3 Avoid cross references, where feasible;
- 3.3.4 Use of fonts, font sizes and layout that are user-friendly and be in an accessible format for computer readers in adherence to the Accessibility for Ontarians with Disabilities Act
- 3.3.5 Use of bold for terms / uses that are defined in the By-law; and

4.0 Proposed Work Plan – Zoning Comprehensive Review

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, County of Peterborough 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. The relevant First Nations within Selwyn Township are the 7 Williams Treaties First Nations being Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil and Georgina Island First Nations.

4.1 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 - stage 1 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.

Floodplain mapping is updated regularly via floodplain studies conducted by the Otonabee Region Conservation Authority. Information regarding recent updates can be found on the ORCA website at <https://www.otonabeeconservation.com/permits-planning/floodplain-mapping>. The successful consultant will be required to coordinate with ORCA and Township staff regarding floodplain mapping and zoning regulations for the new zoning by-law.

Implementation of Advisory Committee – stage 1 includes 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 to 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 end of April 2027

4.2 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 end of October 2027

4.3 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 end April 2028

4.4 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 September 2028)
- Statutory Open House and Statutory Public Meeting
- Final Council approval
- Proposed Timeline: Stage 4 completed by end of December 2028

5.0 Proposed Work Plan – Site Plan Control By-law

Similar to the Zoning By-law part of the Project, a 4-stage approach is envisioned for the update of the Township's Site Plan Control By-law with the exception of a public engagement process. The site plan control by-law update will be an internal process via the Advisory Committee as established for the purposes of the comprehensive review of the Township's Zoning By-law with final by-law approval by Council. The suggested timing for this component of the Project is consistent with the timing outlined in section 4

for the comprehensive review of the Township's Zoning By-law. The exact timing may be refined by the successful consultant in consultation with Township staff.

5.1 Stage 1: Review and Analysis

Stage 1 of the Project will consist of establishing the Advisory Committee, a background information review 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.

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 relevant to the development of a new Site Plan Control By-law.

Implementation of Advisory Committee – to include the development of a terms of reference and meeting schedule for the Advisory Committee. It is envisioned that the Advisory Committee will assist 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 develop a new site plan control by-law in order to identify potential approaches, challenges and opportunities.

Background Report - the consultant will conduct a detailed technical review of the current site plan control by-law including issues and trends which will lead to the preparation of a Background Report summarizing key issues/recommendations. This documentation will include any input received from initial stakeholder agency communications via the Advisory Committee.

Stage 1 deliverables:

- 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 end of April 2027

5.2 Stage 2 Draft By-law

Stage 2 of the project will consist of the preparation of a draft Site Plan Control By-law, a 2nd round of Advisory Committee consultation and presentation to Council.

Draft By-law – a draft by-law will be presented to the Advisory Committee and Council for review and comment.

Stage 2 deliverables:

- Preparation of a draft By-law.
- Presentation of the draft By-law to the Advisory Committee and Council
- Proposed Timeline: Stage 2 completed by end of October 2027

5.3. Stage 3 Revised Draft By-law

Stage 3 - will consist of refining the draft By-law based on Advisory Committee and Council feedback in Stage 2. The consultant will then seek feedback on the refined By-law by conducting a 2nd round of Advisory Committee and Council presentations.

Stage 3 deliverables:

- Refinement of the By-law
- Presentation of a revised by-law to the Advisory Committee and Council
- Proposed Timeline: Stage 3 completed by end of April 2028

5.4 Stage 4 Final approval

Stage 4 will consist of preparing a final draft By-law and final presentation and enactment of the By-law by Council.

Based on the feedback obtained during Stages 2 and 3, the consultant will refine the draft By-law in consultation with the Advisory Committee and present the by-law for approval by Council.

Stage 4 deliverables:

- Revised & Final Draft By-law
- Presentation to Advisory Committee
- Final Council approval
- Proposed Timeline: Stage 4 completed by end of December 2028

6.0 Role of the Consultant

6.1 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 and Site Plan Control 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 and Site Plan Control By-law.
- Provide the required information and direction to the Advisory Committee, as needed.
- Presentation of the final Zoning By-law and Site Plan Control 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 zoning 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.

6.2 Qualifications of the Consultant

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

7.0 Project Deliverables

Project deliverables from the Consultant shall include:

- Project deliverables as detailed in sections 4 & 5 of Appendix B;
- 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;
- 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; and
- All data created by the consultant will become the property of the Township. Data may become available to the public through open data initiatives.

8.0 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.