

RFP #2023-01 Official Plan and Zoning By-Law Review and Update

**The Corporation of the Township of Chapple
The Corporation of the Township of Emo
The Corporation of the Township of La Vallee
The Township of Dawson
The Township of Lake of the Woods
The Township of Morley**

Table of Contents

		Page
1.0	Invitation	2
2.0	Introduction and Background	2
3.0	Scope of Work and Deliverables	5
4.0	Study Area	6
5.0	Steering Committee	6
6.0	Reporting Requirements	6
7.0	Time Frame	7
8.0	Project Requirements	7
9.0	Reproduction	8
10.0	Distribution	8
11.0	Meetings	8
12.0	Proposal Content and Format	9
13.0	Evaluation of Proposals	10
14.0	Acceptance of Proposal	10
15.0	Submission and Information of Project	11

1.0 Invitation

The Township of Chapple, Township of Emo, Township of LaVallee, Township of Dawson, Township of Morley, and Township of Lake of the Woods are issuing a Request for Proposals (RFP) to interested parties for the preparation of a proposed work program to complete a review and update of the Official Plan for Chapple, Emo and LaVallee, Dawson, Morley, and Lake of the Woods, as well as updates to the Zoning By-laws for Chapple, Dawson, Emo and Lake of the Woods Townships. The intent of the RFP is to award the work to a consultant based on the evaluation of the relevant information from respondents with proven work records and management expertise in similar undertakings.

2.0 Introduction and Background

The Planning Act dictates requirements that council shall revise the Official Plan no less frequently than 10 years after it comes into effect (S.26). As such, updates to our Official Plans and Zoning By-laws are needed.

The consultant review/update should address where to eliminate policies which are not effective; establish new policies which better reflect current and projected circumstances; streamline the existing documents and simplify policy where possible.

Township of Chapple

The Township of Chapple is a small community of approximately 763 residents located within the Rainy River District in Northwestern Ontario and is comprised of eight geographic townships including:

Barwick	Roseberry
Dobie	Shenston
Mather	Potts
Tait	Richardson

The Township occupies approximately 542 square kilometers and maintains 300 kilometers of municipal roads. Chapple is located approximately 45 km west of the Town of Fort Frances.

The current Official Plan for the Township of Chapple was adopted in 2013 with the passing of By-law 1454. There was one (1) amendment to the Official Plan with By-law 1518 on February 10, 2015. The Zoning By-law was adopted in 2013 with the passing of By-law 1455 and has been amended several times.

Township of Emo

The Township of Emo is a small community of approximately 1206 residents located within the Rainy River District in Northwestern Ontario and is comprised of three geographic townships including:

Carpenter
Lash
Aylsworth

The village of Emo is located in Lash Township. The Township occupies approximately 205 square kilometers and maintains approximately 120 kilometers of municipal roads. Emo is located approximately 34 kilometers west of the Town of Fort Frances.

The Official Plan for the Township of Emo was adopted September 17, 2013 with the passing of By-law 2013-05 on February 5, 2013. The Zoning By-law was adopted on October 15, 2013 with the passing of By-law 2013-06 on February 5, 2013.

Township of LaVallee

The Township of LaVallee is a small community of approximately 800 residents located within the Rainy River District in Northwestern Ontario and is comprised of 2.5 geographic townships including:

Burriss
Devlin
Woodyatt

The Township occupies approximately 233 square kilometers and maintains approximately 160 kilometers of municipal roads. LaVallee is located approximately 17 km west of the Town of Fort Frances.

The Official Plan for the Township of LaVallee was adopted with By-law 1196, passed on February 13, 2013.

Township of Dawson

The Township of Dawson is a community of approximately 399 residents located within the Rainy River District in Northwestern Ontario and is comprised of numerous geographic townships including:

Atwood	Part of Sphon
Blue	Worthington
Curran	Plan SM75 Wildlands, Bishop & Paskonkin Reserves
Dilke	

The Township occupies approximately 343.42 square kilometers and maintains 225 kilometers of municipal roads. Dawson is located approximately 100 km west of the Town of Fort Frances.

The current Official Plan for the Township of Dawson was adopted in 1998 with the passing of By-law 65. The Zoning By-law was adopted in 1998 with the passing of By-law 69.

Township of Lake of the Woods

The Township of Lake of the Woods is a community of approximately 308 residents located within the Rainy River District in Northwestern Ontario. It is comprised of three geographic townships and a large portion of the Lake of the Woods previously in unorganized territory:

McCrosson
Morson
Tovell

The Township occupies approximately 751.31 square kilometers and maintains 105 kilometers of municipal roads. Lake of the Woods Township is located approximately 90 km west of the Town of Fort Frances.

The current Official Plan for the Township of Lake of the Woods was adopted in 1999 with the passing of By-law 48. The Zoning By-law was adopted in 2000 with the passing of By-law 60.

Township of Morley

The Township of Morley is a community of approximately 493 residents located within the Rainy River District in Northwestern Ontario and is comprised of four geographic townships including:

Morley
Pattullo
Dewart
Sifton

The Township occupies approximately 388 square kilometers and maintains 152 kilometers of municipal roads. Morley is located approximately 60 km west of the Town of Fort Frances.

The current Official Plan for the Township of Morley was adopted in 1998 with the passing of with the passing of By-law 1110.

3.0 Scope of Work and Deliverables

With the 6 Townships listed located in close proximity to each other, we are jointly seeking proposals from qualified consultants to complete updates of (6) Official Plans and (4) Zoning By-laws, with the following deliverables:

- 3.1. Provide sound land use planning advice to the Township of Chapple, Township of Emo, Township of La Vallee, Township of Dawson, Township of Lake of the Woods, and Township of Morley when reviewing (6) Official Plans and (4) Zoning By-laws.
- 3.2. Review and update the goals, objectives and policies of the existing Township of Chapple, Township of Emo and Township of LaVallee, Township of Dawson, Township of Lake of the Woods, and Township of Morley Official Plans and Zoning By-laws.
- 3.3. Implementation and integration of any updated the Provincial Policy Statements.
- 3.4. Ensure conformity with Provincial legislation, regulations and plans.
- 3.5. Ensure the (6) Official Plans are consistent with other Township policies relating to the social, economic and environmental health of the communities.
- 3.6. Review of future residential, commercial, industrial and institutional land needs and revise policies and map changes accordingly.
- 3.7. Identify policies to assist in linking residential, commercial and industrial growth with local job creation and the provision of infrastructure to ensure development over the life of the (6) Official Plans.
- 3.8. Identify major land use issues and opportunities to be addressed through the (6) Official Plans and implementing (4) Zoning By-laws.
- 3.9. Develop proposed policy direction(s), in draft, and recommendations for amendments to the (6) Official Plans and (4) Zoning By-laws.
- 3.10. Allow for public and agency consultation, through the open house and statutory public meeting(s), throughout the review process.
- 3.11. Ensure that consultation takes place with aboriginal and First Nation communities throughout the review process.
- 3.12. Ensure the conformity of Zoning By-laws with the Official Plans.

- 3.13. Review of sustainable growth, health living and intensification policies.
- 3.14. Consolidation of existing Official Plan Amendments and Zoning By-law Amendments.
- 3.15. Other "technical" and housekeeping amendments.
- 3.16. Ensure the review is conducted in a manner that is in compliance with all pertinent provisions of the Planning Act.
- 3.17. Prepare the final (6) Official Plans and (4) Zoning By-laws and provide all planning reports required by the Ministry of Municipal Affairs and Housing and Council for adoption and approval.
- 3.18. Updated schedules and maps for zoning.
- 3.19. Prepare Background information and reports.
- 3.20. Identify any opportunities within this project that the (6) Townships can complete to reduce project costs.
- 3.21. Identify potential mapping software or products that the (6) Townships can consider, provide examples.

4.0 Study Area

The study areas will be within the boundaries of the 6 specified Townships.

5.0 Steering Committees

Each of the 6 municipality's respective Planning Advisory Committees and Councils will act as the advisory committees to the consultant in the preparation of the (6) Official Plans and (4) Zoning By-laws.

6.0 Reporting Requirements

Township of Chapple staff, Tara Allaire; Township of Emo staff, Crystal Gray; Township of LaVallee staff, Patti McDowall; Township of Lake of the Woods and Dawson Staff, Patrick Giles; and Township of Morley staff, Teresa Desserre, will liaise with the consultant to ensure the study is completed in accordance with the Terms of Reference, to assist in the process and for day-to-day reporting. The consultant will meet with the Planning Advisory Committees or Councils in person and/or by teleconference (or alternate communication method) as required during the process. In-person meetings

will be minimum and determined upon consultant site visit and/or process requirement.

Public consultation will be an important aspect of the development of the (6) Official Plans and (4) Zoning By-laws. The consultant should indicate how the public will be involved in the process.

7.0 Time Frame

The (6) Official Plans and (4) Zoning By-laws may be worked on concurrently by the consultant in order for the timely adoption of both documents.

The consultant shall outline in the proposal the specific time frame for the completion of all reports.

The project shall be completed by December 15, 2023.

8.0 Project Requirements

All information, electronic data, reports, mapping, literature or software/hardware developed or acquired by the consultants in the course of this study and having application to this study shall become the property of the appropriate township – Township of Chapple, Township of Emo, Township of LaVallee, Township of Dawson, Township of Lake of the Woods, or Township of Morley. This information shall be delivered to each Township with their final billing unless the (6) Townships staff has provided the consultant with explicit written direction to the contrary.

A contingency allowance should not be used in making cost estimates for the completion of the work. All proposals should clearly indicate that the work to be provided will be for an "upset limit". The Township of Chapple, Township of Emo, Township of LaVallee, Township of Dawson, Township of Lake of the Woods and Township of Morley will not consider cost overruns.

Regular progress payments will be conditional upon the receipt of work completed, submission of an invoice for the work and approval by the appropriate Township - Township of Chapple, Township of Emo, Township of LaVallee, Township of Dawson, Township of Lake of the Woods, or Township of Morley. The consultant should prepare at least two interim progress reports for staff/Planning Advisory Committee or Council to review. The consultant should put estimated payment schedule in their proposal. A separate breakdown for potential mapping costs should be included.

9.0 Reproduction

The consultant shall provide and deliver all reports in the following format:

- One (1) electronic copy of all reports.
- Ten (10) bound copies of all reports.

All documents referred to and required to be provided shall be in electronic format containing all text and all maps and schedules in format compatible with each Township's software programs. All information being gathered, reports and maps being produced, belongs to the appropriate Township – Township of Chapple, Township of Emo, Township of LaVallee, Township of Dawson, Township of Lake of the Woods, or Township of Morley.

Copies of maps etc. shall be provided for by the consultant. Four (4) copies 24" X 36" (minimum) and editable digital copies.

10.0 Distribution

All documents and revisions to documents shall be forwarded by the consultants in sufficient time so that they will be received by the (6) Townships at least one week in advance of the project meeting at which the document will be discussed.

11.0 Meetings

The minimum number of meetings required to be held at the following stages of the work program are as follows:

- 11.1 An introductory meeting between the Planning Advisory Committees, Councils, staff and consultant to discuss the scope of work, identification of key areas of concern and confirmation of timelines and project completions.
- 11.2 A meeting between the consultant and the (6) Townships to review Background Reports.
- 11.3 A meeting between the consultant and the (6) Townships to review the Draft Reports.
- 11.4 A meeting between the consultant and the (6) Townships to review the Final Reports.

The Public and First Nation consultation will be an important aspect of the updates to the (6) Official Plans and subsequently the (4) Zoning By-laws. The consultant should indicate how the public and First Nations will be

involved in the process. All meetings that include the Planning Advisory Committees/Council are open to the public.

A meeting with the Ministry of Municipal Affairs and Housing "One Window" and the consultant will be initiated at the start of the project.

12.0 Proposal Content and Format

The consultant selected by the (6) Townships will have prepared a proposal which clearly indicates how the consultant will carry out the work set out in the terms of reference. The consultant's proposal must contain at least, but not limited to:

- 12.1 A methodology indicating the approach that will be used in the project.
- 12.2 A timetable showing the timing of each of the phases of the report, along with the proposed meetings. This should include any suggested revision to the scope of work, outlined in these terms of reference, and an explanation of the reasons for the suggested changes.
- 12.3 An assumptions section that lists all assumptions the consultant has about the information or arrangements to be provided by the (6) Townships.
- 12.4 Names, qualifications and experience of staff assigned to this project and identify the project lead.
- 12.5 Examples of past projects of similar nature, successfully completed by the consultant or members of the team including references from the projects.
- 12.6 Maximum total cost of the project, broken down by the phases, with fees and disbursement costs for each municipality listed separately and the suggested payment schedule for each phase.
- 12.7 Per diem rates for key personnel involved in the assignment, with an estimate of the number of days that the project staff will spend on the project and in the area.

13.0 Evaluation of Proposals

Each proposal will be evaluated by the following criteria.

Criteria	Weighting
Ability of the firm to meet functional expectations	15%
Reputation of service to previous clients	10%
Technical and Project Manager qualifications	15%
Level of project understanding	15%
Availability of personnel resources to manage the assignment	5%
Methodology	20%
Cost	20%
Total	100%

14.0 Acceptance of Proposal

The Township of Chapple, Township of Emo, Township of LaVallee, Township of Dawson, Township of Lake of the Woods and Township of Morley reserve the right to accept or reject any or all proposals and waive irregularities and informalities at their discretion. The (6) Townships reserve the right to accept a proposal other than the lowest proposal without stating reasons.

Deadline to submit proposal: May 31, 2023 @ 3:00 p.m. local time. Proposals received after this time will not be considered and will be returned unopened.

Paper or electronic documents will be accepted. If submitting in paper format, the consultant shall submit six (6) copies of the proposal.

The Township of Chapple, Township of Emo, Township of LaVallee, Township of Dawson, Township of Lake of the Woods, and Township of Morley will not be responsible for any cost incurred in the preparation or presentation of proposals.

The proposal, plus appendices and attachments should not exceed 30 pages.

The successful consultant will be required to enter into an agreement with the (6) Townships.

The (6) Townships reserve the right to interview any or all of the proponents of the proposal to provide additional insight into the ability to meet the requirements set out in the Request for Proposal.

15.0 Submission and Information on Project

The Corporation of the Township of Chapple will receive proposals on behalf of the (6) Townships in a sealed package clearly marked *RFP #2023-01 Official Plan and Zoning By-Law Review and Update*, or via email at the address noted below, with the subject line *RFP #2023-01 Official Plan and Zoning By-Law Review and Update*. For further information, copies of current Official Plans and Zoning Bylaws, and to send proposals, contact:

Tara Allaire
CAO/Clerk Treasurer
Township of Chapple
P.O. Box 4
Barwick, Ontario, P0W 1A0
Phone: 807-487-2354
Fax: 807-487-2406
Email: cao@chapple.on.ca

For further information/copies of current OP/Zoning By-laws:

Township of Emo: cao@emo.ca
Website: www.emo.ca

Township of LaVallee: lavalley@nwonet.net
Website: www.lavallee.ca

Township of Morley: townshipofmorley@gmail.com
Website: www.townshipofmorley.ca

Lake of the Woods Township: lakeofthewoodstwp@tbaytel.net
Website: www.lakeofthewoods.ca

Dawson Township: dawsontwp@tbaytel.net
Website: www.dawsontownship.ca