



REQUEST FOR PROPOSAL

to Provide

Municipal Land Use Planning Consulting Services to the
Municipal Corporation of the Township of Armour

RFP #2025-01

Sealed proposals clearly marked
RFP #2025-01 Municipal Planning Services - [Firm Name]
will be received by the undersigned:

Township of Armour Municipal Office
c/o Charlene Watt, Clerk
56 Ontario Street
Burk's Falls, ON P0A 1C0
705-382-3332

Questions Deadline: Friday, October 31, 2025 at 3:00 PM

clerk@armourtownship.ca

Submission Deadline: Friday, November 14, 2025 at 3:00 PM

Late submissions will not be considered.

****PROPOSALS WILL NOT BE OPENED IN PUBLIC****

Due to the ongoing Canada Post strike and disruptions to mail delivery, all submissions must be made in person or via courier services by the deadline specified in this RFP.

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OFFICE OF THE MUNICIPAL CLERK

DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
P0A 1C0

(705) 382-3332

Fax: (705) 382-2068

Email: clerk@armourtownship.ca

Website: www.armourtownship.ca

Request for Proposal for Planning Services

1. Introduction

The Township of Armour is seeking proposals from qualified, experienced, and professional land use planning consultants or firms to provide **Land Use Planning Services** for the Township for a two-year term covering January 1, 2026 to December 31, 2027, with the option to extend for additional one-year terms at the discretion of Council.

This Request for Proposal (RFP) is issued in accordance with the Township's Procurement Policy and reflects the principles of openness, fairness, and transparency, as outlined in the Municipal Act, 2001 and applicable regulations.

By submitting a proposal, proponents acknowledge that the Township is under no obligation to enter into a contract and that participation in this RFP does not entitle any party to compensation of any kind.

2. Background

The Township of Armour is a rural municipality located in the District of Parry Sound, in the Province of Ontario. Nestled within the scenic Almaguin Highlands, Armour is home to a population of approximately 1,459 residents (2021 Census). The Township includes a mix of year-round and seasonal residents, agricultural and resource-based lands, and small businesses. It is known for its natural beauty, strong community values, and commitment to preserving its rural character while supporting responsible, sustainable development.

As a single-tier municipality, the Township of Armour is responsible for local land use planning and operates under an Official Plan and Zoning By-law. The Township regularly addresses development applications such as minor variances, site plan approvals, and Zoning and Official Plan amendments. While the Township oversees many aspects of planning, the Southeast Parry Sound District Planning Board is the governing authority for consents (severances) and subdivisions within the municipality. As the community continues to evolve, professional planning support remains essential to ensure that all land use decisions—whether at the Township or Planning Board level—are consistent

with applicable legislation, policy frameworks, and the long-term interests of the Township.

The Township currently retains external consulting services for land use planning and is now issuing this Request for Proposal to secure qualified and experienced planning professionals or firms for the term January 1, 2026 to December 31, 2027, with the option for extensions as described above.

3. Scope of Work

The Township requires the services of a qualified planner (or planning firm) to assist with the day-to-day administration of land use planning matters, the provision of strategic advice to Council and staff, and ongoing support for policy development and public consultation. The Township's planning work is guided by the **Planning Act**, the **Municipal Act, 2001**, the **Provincial Planning Statement (PPS 2024)**, and other applicable legislation and policy frameworks.

The planning consultant shall act as the official Registered Professional Planner (RPP) for the Township on all development application files and planning matters, provide professional planning opinions and recommendations on a wide range of land use planning applications, including both policy and development applications and maintain a current and accurate understanding of the Township's planning documents, including the Official Plan, Zoning By-law, and related policies and by-laws.

The scope of work includes, but is not limited to, the following areas:

3.1 Development Application Review and Processing

- Review and process planning applications submitted under the **Planning Act**, including but not limited to:
 - Official Plan amendments;
 - Zoning By-law amendments;
 - Site Plan Control applications;
 - Consent (severance) applications - governed by the Southeast Parry Sound District Planning Board;
 - Minor variance applications;
 - Plans of subdivision and condominium - governed by the Southeast Parry Sound District Planning Board.
- Coordinate and consult with applicants, property owners, legal counsel, engineers, and agencies (e.g., Ministry of Municipal Affairs and Housing, Ministry of Transportation, Conservation Authorities, etc.);
- Prepare and present comprehensive planning reports and recommendations to Council, Committee of Adjustment and Southeast Parry Sound District Planning Board;
- Ensure applications comply with legislation, policy, and Township by-laws;
- Attend pre-consultation meetings, primarily virtually or via teleconference.

3.2 Attendance at Meetings and Service Delivery

- Maintain a process for regular office hours or scheduled appointments for pre-consultation and follow-up meetings;
 - Conduct site visits as needed for complex applications;
 - Respond to pre-consultation requests within 2 business days;
 - Attend Council, Committee of Adjustment, and public meetings, virtually or in-person;
 - Provide clear explanations appropriate for non-professional applicants;
 - Participate in workshops or statutory meetings under the Planning Act.
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3.3 Policy Development and Review

- Provide strategic advice and professional input on Official Plan, Zoning By-law, Site Plan Control By-law, Community Improvement Plans, housing strategies, secondary plans, and other land use policies;
 - Monitor legislative and policy changes at the provincial level and advise the Township;
 - Assist with preparation of new planning documents as directed.
-

3.4 Public and Stakeholder Engagement

- Coordinate and/or participate in public consultation activities, including statutory public meetings required under the Planning Act;
 - Assist in the preparation of notices, information packages, presentations, and other materials for public distribution;
 - Respond to inquiries from the public, developers, and other stakeholders regarding land use planning matters.
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3.5 Ontario Land Tribunal (OLT) and Legal Support

- Represent the Township in hearings or mediations before the Ontario Land Tribunal (OLT), when necessary;
 - Coordinate with the Township's legal counsel in preparing for hearings;
 - Prepare witness statements, evidence, and provide expert testimony as needed.
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3.6 Collaboration and Communication

- Maintain regular communication with Township staff and other consultants as necessary (e.g., legal, engineering);
- Provide timely responses to planning inquiries from Council, staff, Southeast Parry Sound District Planning Board and the public;
- Submit regular updates to staff regarding project timelines, active applications, and planning matters of concern;
- Provide general planning advice and support to Township staff as requested;
- Provide project management of all development applications, ensuring each file proceeds efficiently and within legislated timelines, up to the point of decision by the appropriate planning authority.

3.7 Records Management and Reporting

- Maintain complete records of all applications, correspondence, and planning decisions;
- Ensure documentation is prepared in a format suitable for filing and retention in accordance with the Township's records management system;
- Prepare and deliver written internal status reports on active files, including briefing notes and summaries for staff and Council, as requested;
- Provide activity summaries, as requested.

3.8 Co-ordination with Centre for Geographic Information Systems (CGIS) for Digital Mapping

- Liaise with Centre for Geographic Information Systems (CGIS), the Township's geographic information system (GIS) service provider, to ensure that all planning-related updates, including Zoning By-law amendments, new development approvals, land use designations, and other relevant data, are accurately reflected in the Township's digital mapping system;
- Provide timely and accurate information to CGIS regarding changes to official mapping layers resulting from approved planning applications or policy amendments;
- Coordinate with Township staff and CGIS to support the maintenance and improvement of the Township's GIS data, including land use designations, zoning boundaries, environmental constraints, and development activity tracking;
- Assist in reviewing and verifying GIS layers for accuracy as needed, particularly when changes to the Official Plan or Zoning By-law are adopted;
- Utilize CGIS mapping tools to support the preparation of visual materials, reports, and public presentations, when required.

3.9 Optional or Additional Services (as needed)

- Assist with grant applications or funding proposals related to planning initiatives (e.g., housing initiatives, CIP programs);
- Undertake special projects, such as Community Improvement Plans (CIPs), housing strategies, growth management studies, or by-law development under the Municipal Act, Planning Act, etc.;
- Facilitate workshops or training sessions for Council or Committees on planning-related topics;
- Provide planning services to neighbouring municipalities under a shared services model, if directed by the Township (optional, and subject to separate agreement).

3.10 Documentation and Deliverables

The successful proponent shall be responsible for the preparation, maintenance, and delivery of accurate planning documents and supporting materials. This includes, but is not limited to:

- Maintain and deliver consolidated versions of Zoning By-law and Official Plan with all amendments;
- Provide digital and print-ready copies, including minimum 12 bound print copies for major updates;
- Ensure mapping, schedules, and appendices are complete;
- Deliver final documents in editable formats (Word, PDF);

The Township expects the planning consultant or firm to act in accordance with the professional standards of the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP). All planning recommendations must be based on sound professional judgment and fully compliant with relevant legislation and policies.

4. Proposal Submission Requirements

Proposals must include the following:

4.1 Company Profile and Qualifications

- Experience with rural municipalities; development control and application processing, rural and agricultural planning, subdivision and site plan agreements, Committee of Adjustment processes, rural settlement areas without municipal water/sewer servicing, heritage and cultural landscape planning, recreational and tourism-related development, Ontario Land Tribunal (OLT) hearing experience, Municipal By-law and policy development;
 - Resume(s) of planner(s) proposed for the contract;
 - Professional affiliations (e.g., Registered Professional Planner (RPP), OPPI membership).
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4.2 Understanding of Scope and Methodology

- Approach to service delivery. Describe your approach to providing services to individual property owners and developers, including typical response times for in-person meeting requests, experience working with individual applicants versus large development companies, and approach to conducting site visits and field assessments.
 - Understanding of applicable legislation and local planning context.
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4.3 Relevant Experience

- Examples of past work with similar municipalities;
 - References (minimum of 3).
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4.4 Fee Structure

- Hourly and/or flat-rate pricing;

- Any additional or incidental costs;
- Optional Monthly Retainer

The Township of Armour may consider entering into an **optional monthly retainer agreement** with the successful proponent to ensure the availability of ongoing planning support for routine matters, at a predictable cost. The retainer is intended to cover general advisory services, early-stage development discussions, and administrative planning functions that do not require extensive reporting or detailed analysis.

Services Included Under the Monthly Retainer May Include:

- Responding to general planning inquiries from Township staff, Council, or the public;
- Participation in one (1) pre-consultation meeting per application, including preparation and written follow-up;
- Providing informal advisory support to staff regarding planning policy interpretation, zoning questions, and process guidance;
- Attending one (1) Council or Committee of Adjustment meeting per month, if required;
- Monitoring and advising on legislative or policy changes relevant to municipal land use planning;
- Liaising with external consultants, agencies, and Township staff for routine planning coordination;
- Providing planning reports and professional opinions on development applications, as required;
- Reviewing draft or preliminary application materials for general feedback;
- Providing brief internal memos or correspondence related to non-application-specific matters;
- Supporting staff in preparing notices, tracking planning files, and ensuring procedural compliance;
- Coordinating and submitting routine digital mapping updates to CGIS, including Zoning By-law amendments, newly approved lots, or changes to land use schedules;
- Reviewing and verifying GIS mapping products related to approved applications and Council decisions.

The specific scope of services included in the retainer, along with the applicable monthly fee, will be negotiated with the successful proponent following the award of contract. **Proponents are invited to propose a retainer model in their financial submission.**

Services falling outside the agreed retainer scope—such as the preparation of formal planning reports, Ontario Land Tribunal (OLT) representation, major policy projects, or complex application processing—will be billed at the proponent's standard hourly or project-based rates.

4.5 Availability

- Estimated availability and turnaround times to respond to planning matters.

4.6 Conflict of Interest Declaration

- Disclosure of any potential conflicts. Identify any recent or ongoing work in the Township that could present a conflict of interest and indicate how such situations would be managed. Include any current or recent (12 months) private sector clients with applications within Armour. The Ontario Professional Planners Institute Professional Code of Practice will be the minimum standard for conflict of interest considerations.
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5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight (%)
Experience and Qualifications	30%
Understanding of Scope and Approach	25%
Cost and Fee Structure	25%
References and Past Performance	10%
Availability and Responsiveness	10%

The Township of Armour reserves the right to interview proponents as part of the evaluation process.

6. Contract Terms

6.1 Contract Duration

- Initial term of two (2) years with option for additional one-year extensions.
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6.2 Insurance

- Professional liability insurance minimum \$2,000,000.
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6.3 Performance Standards

- Compliance with Planning Act timelines and *Township service standards*.
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6.4 Termination of Agreement

- Either party may terminate this agreement without cause by providing ninety (90) days' written notice. The Township may terminate immediately, without penalty, in the event of material breach, non-performance, loss of required professional

designation, unresolved conflict of interest, or conduct compromising the Township's integrity. Upon termination, the proponent shall deliver all work products completed to date, and payment will be made only for satisfactory services rendered up to the effective date.

6.5 Conflict of Interest

The proponent shall not represent or provide planning services to any private individual, developer, or organization **on planning matters within the Township of Armour** that may conflict with the interests of the Township during the term of the agreement. The proponent shall not engage in any activity or relationship that could impair, or be seen to impair, their objectivity or ability to act in the Township's best interest.

This restriction applies to:

- Any planning application, development proposal, or policy matter located within Armour Township;
 - Any work for clients in neighbouring municipalities that could reasonably be expected to have a direct planning impact on Armour Township (e.g., applications near shared municipal boundaries, infrastructure, or environmental features);
 - Any participation in discussions with ratepayers, property owners, or private initiatives within the Township of Armour regarding planning matters, unless expressly authorized in writing by the Township.
 - The proponent shall disclose any potential or actual conflict of interest immediately to the Township Clerk. All conflict of interest considerations shall be guided by the Ontario Professional Planners Institute (OPPI) Professional Code of Practice as the minimum standard.
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6.6 Township Service Standards

Township Service Standards refer to the established performance benchmarks and expectations set by the Township of Armour for the timely, consistent, and professional delivery of municipal services. These standards are intended to ensure accountability, efficiency, transparency, and high-quality service to residents, applicants, stakeholders, and Council.

In the context of land use planning services, Township Service Standards define the expected timelines, communication practices, and deliverables required from the planning consultant or firm in the administration of the Township's responsibilities under the Planning Act and other applicable legislation.

6.7 Planning Services – Key Service Standards

The successful proponent shall adhere to the following service standards unless otherwise agreed to by the Township:

Response Times

- Acknowledge receipt of inquiries (email or phone) from Township staff or Council within 1 business day.
- Provide a substantive response or estimated completion time for more complex matters within 3 business days.

Pre-consultation Meetings

- Schedule and conduct pre-consultation meetings with applicants within 10 business days of request, subject to availability of all parties.
- Provide written notes or summary of pre-consultation advice within 5 business days of the meeting.

Planning Reports

- Deliver draft planning reports for Council or Committee review no later than 5 business days prior to the scheduled meeting date, unless otherwise directed.
- Finalize and submit all required documentation in a professional and complete format (with supporting schedules, mapping, etc.).

Development Application Processing

- Process and provide recommendations on complete applications within the legislated timelines under the Planning Act, or sooner when possible.
- Maintain communication with applicants and staff throughout the application review process.

Meeting Attendance

- Attend all scheduled Council, Committee of Adjustment, and public meetings as required and be fully prepared to speak to agenda items.

Consolidated Documents

- Annually update and provide consolidated versions of the Township's Zoning By-law and Official Plan in both digital and printed formats, incorporating all amendments adopted during the calendar year. The consolidated documents shall be delivered no later than January 31st of the following year, unless otherwise directed by the Township.

Professional Conduct

- Maintain a high standard of professional integrity, impartiality, and confidentiality in all dealings.
- Provide planning advice consistent with applicable legislation, Township policy, and recognized best practices.

7. Submission Instructions

Proposals must be received no later than **Friday, November 14, 2025 at 3:00 p.m.**

Sealed proposals clearly marked
RFP #2025-01 Municipal Planning Services - [Firm Name]
will be received by the undersigned:

Township of Armour Municipal Office
c/o Charlene Watt, Clerk
56 Ontario Street
Burk's Falls, ON P0A 1C0
705-382-3332

Late submissions will not be considered.

****PROPOSALS WILL NOT BE OPENED IN PUBLIC****

Due to the ongoing Canada Post strike and disruptions to mail delivery, all submissions must be made in person or via courier services by the deadline specified in this RFP.

8. Inquiries

All inquiries regarding this RFP must be submitted in writing to:

Charlene Watt
Municipal Clerk
Township of Armour
Email: clerk@armourtownship.ca

No verbal interpretations will be provided. All questions and responses will be shared with all known proponents.

We thank all proponents for their interest in serving the Township of Armour.

Request for Proposal for Planning Services

Schedule A: Planning Services

Planning Firm	
Address	
Phone	
Email	
Fax	
Name of Person signing for Planning Firm	
Position of Person Signing for Planning Firm	

I/We, the undersigned, having examined the attached Request for Proposal for Planning Services, and having read, understood, and accepted the conditions outlined in the Request for Proposal, each and all of which form a part of this proposal, hereby offer to supply Planning Services in strict accordance with the conditions hereto attached and as outlined in this proposal.

SIGNED AT THE _____ OF _____
(City/Town/Township) (Name of City/Town/Municipality)

IN THE PROVINCE OF ONTARIO.

THIS _____ DAY OF _____, 20_____.

WITNESS SIGNATURE

AUTHORIZED SIGNATURE

Request for Proposal for Planning Services

Schedule B: Items & Prices Template

(All unit prices are NOT to include HST)

The undersigned agrees to supply and deliver the goods and services as specified and required in accordance with the Proposal for the following prices:

Hourly Rate 1 (General Planning Services)	\$	
Hourly Rate 2 (Major Policy Projects)	\$	
Travel Time Rate	\$	
Per km Rate	\$	
Phone/Email Discussions	\$	
Disbursements	\$	

The Township of Armour reserves the right to cancel any or all items.

Add additional rows to this table as needed.

Request for Proposal for Planning Services

Schedule C: Optional Proposed Monthly Retainer

(All unit prices are NOT to include HST)

Proposed Monthly Retainer Model

Proponents are invited to propose a monthly retainer option for routine planning support, as outlined in Section 4.4 of this RFP. The Township reserves the right to accept, reject, or negotiate any retainer proposal submitted. Clearly distinguish what's in the retainer. Please complete the table below:

Service Category	Included in Retainer? (Yes/No)	Description of Scope Covered	Estimated Monthly Hours	Monthly Retainer Fee (\$)
General inquiries from staff, Council, public				
First pre-consultation meeting (per file)				
Attendance at 1 Council or Committee meeting				
Mapping updates and CGIS coordination				
Policy interpretation and advisory support				
Routine agency/stakeholder liaison				
Legislative/policy monitoring				
Internal memos or brief correspondence				
Total Monthly Retainer Fee Proposed:				

Schedule C - Notes to Proponents:

- You may expand the table or attach supplementary notes if additional services are proposed within the retainer.
 - Clearly state any assumptions or limitations associated with the retainer.
 - Services **not included** in the retainer must be identified and priced separately in your detailed fee schedule.
 - The Township reserves the right to negotiate the scope and terms of any retainer before awarding a contract.
 - Proponents are encouraged to use the enclosed forms for their submissions. While use of the RFP's forms is not mandatory, submissions must follow a substantially similar format and include all information requested to ensure a complete and fair evaluation.
-

9. Appendix: RFP General Terms and Conditions

The following are the general terms and conditions for the Request for Proposal (RFP) except as modified by addenda issued by the Township prior to the RFP closing date.

9.1 Privilege

The Township of Armour reserves the right to reject any or all proposals, and is not obligated to accept the lowest-priced submission. The Township may accept any proposal deemed to be in its best interest and may waive any formalities, informalities, or technicalities in the bidding process.

The Township may suspend or cancel this Request for Proposal (RFP) at any time and for any reason, without penalty or liability. All costs associated with the preparation and submission of a proposal are the sole responsibility of the proponent. No compensation will be provided for any expenses incurred.

The Township further reserves the right to:

- a. Award the contract in whole or in part, including by individual item or group of items;
- b. Accept or reject any proposal in full or in part;
- c. Award contracts to one or more proponents offering identical pricing;
- d. Enter into negotiations with the lowest compliant bidder if the proposed price exceeds the Township's approved budget;
- e. If negotiations with the lowest compliant bidder are unsuccessful, initiate negotiations with the next lowest compliant bidder or cancel the procurement altogether.

All such actions shall be undertaken in the best interest of the Township of Armour.

9.2 Confidentiality

All RFP documents, including attachments and appendices, are to be used solely for the purpose of preparing and submitting a proposal in response to this Request for Proposal. By submitting a proposal, the Proponent acknowledges that the contents may be subject to disclosure in accordance with MFIPPA.

Proponents who include any “personal information” or proprietary “confidential information” in their submission must clearly identify and label such information as confidential. While the Township will make reasonable efforts to protect confidential materials, any information marked as such will be reviewed and assessed in accordance with MFIPPA and applicable law.

9.3 Law

- a. The law applicable to the RFP and any subsequent agreements shall be the law in force in the Province of Ontario.
- b. The successful Proponent shall indemnify the Township of Armour, its officers and employees against any damage caused to the Township of Armour as a result of any negligence or unlawful acts of the successful Proponent, its employees or agents. Similarly, the successful Proponent shall agree to indemnify the Municipality, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful Proponent, its employees or agents.

9.4 Submission and Evaluation

- a. Preparation: All expenses incurred in the preparation and presentation of submissions of the response to the RFP are entirely the responsibility of the Proponent.
- b. Method of Submission: Sealed proposals clearly marked RFP #2025-01 Municipal Planning Services - [Firm Name] will be received by the Township of Armour Municipal Office, 56 Ontario Street, Burk’s Falls, Ontario.
- c. Completeness: It is the Proponent’s responsibility to ensure that their submission is complete and is delivered to the Township of Armour by the date and time indicated. Proposals submitted after the above noted time will not be considered.
- d. Proposals are to remain valid for 90 days after closing.

9.5 Broader Public Sector

Any resultant contract may be accessed by neighbouring municipalities under the same terms and pricing, subject to the Contractor's capacity limitations and conflict of interest requirements. Accessing municipalities must enter into separate agreements directly with the Contractor. The Township of Armour assumes no responsibility for services provided to other municipalities under this provision.