



Corporations of the Townships of Fauquier-Strickland, Moonbeam, Val Rita-Harty and Opatatika

Request for Proposal 2019

Planning Services

The municipalities named above require the services of a Registered Professional Planner (RPP) to provide land use planning services on a contractual basis. Services may be provided by an individual or a consulting firm who has a minimum of five years practical working experience in providing land use planning services to rural and small urban municipalities in Northern Ontario.

The Planner will be responsible as the municipality's agent for pre-consultation with applicants and in the review and processing of all types of planning applications as per the procedures prescribed by the Planning Act. Responsibilities include the drafting of development agreements and implementing by-laws under the Planning and Municipal Acts. The Planner will provide general advisory services on an as needed basis to municipal Council, municipal staff and the public.

Advisory services may include the statutory review and update of the Official Plan and Zoning By-law and the undertaking from time-to-time of special projects such as preparing a community improvement plan, or drafting Municipal Act related by-laws. The Planner is expected to proactively inform the municipalities of emerging planning issues, funding opportunities and may be asked to facilitate or conduct education sessions for Council Members and staff.

Prospective applicants will have an intimate working knowledge of the Planning Act, the Provincial Policy Statements and other planning-related legislation, Ontario Regulations and guidelines essential to providing high quality professional advice to Municipal Councils, municipal staff, the general public and the real estate industry and applicants. Proponents must be fluent (written and spoken) in both official languages.

Interested parties shall provide a detailed proposal outlining the complete scope of the services to be provided, the related professional fees and ancillary costs, the proposed contractual arrangements, the qualifications and experience including a CV and company profile and any limitations in meeting the performance requirements of the municipality, set out in the position description. Proponents may provide a description of additional services that may be offered. Two references including an email address and telephone number shall be submitted.

The Municipalities may conduct an interview in person or by other means.

Submissions may be made in hard copy (minimum 4) or electronically on or before 4 p.m. Friday March 15th, 2019 to the undersigned. Only the applicants with an RPP will be considered. The municipalities assume no responsibility for a late submission or for contacting any applicant who is not deemed to qualify. Proposals will not be opened in public.

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Position Description

Description Summary

Provides a full scope of professional land use planning advisory services to the municipality and the public on an as needed basis to ensure orderly growth and development within the municipality.

Pre-consultation services

Provides pre-consultation services by telephone and/or email to municipal staff, the general public, the real estate industry and prospective applicant on the planning merits of a proposed development and compliance with the Municipality's planning documents.

Advises on requirements for completing planning applications and the need for supplementary studies and information.

Maintains records of consultation and forwards copy to municipality (CAO/Clerk) on an as required basis.

Planning Applications

Provides applications forms or access to forms. Reviews applications for completeness. Advises applicant of need for revisions or submission of additional information by email or telephone. Types of applications required to be reviewed include Official Plan and Zoning By-law amendments, consents and subdivisions, minor variances and permissions, site plan control, certificates of validation and deeming by-laws.

Reviews applications for compliance with Official Plan, conformity to the Zoning By-law, consistency with the most current Provincial Policy Statement and compliance with the Growth Plan for Northern Ontario. Application review must also consider other applicable statutes, regulations and guidelines necessary to ensure a comprehensive and thorough analysis.

Prepares a planning report on the land use planning merits of the application together with recommendation of approval/refusal with or without conditions. Uses Land Information Ontario, Google Maps, municipal records etc. as required. Planning Report must also identify purpose and effect of the application, location and existing physical, natural heritage and resource conditions, surrounding land uses and an analysis.

Consults with applicant when needed to confirm purpose of application, to seek additional information or to correct the application.

Consults with provincial ministries' staff and other agencies (Health Unit, Conservation Authority, utility and rail companies) as required in the planning application review process.

Prepares all required meeting notices per requirements of the Planning Act including notice of complete application, notice of statutory public meeting and land marking card. Prepares bilingual notices for French-language municipalities.

Obtains applicable list of property owners from the municipality and circulates required notices within prescribed timelines and prescribed methods of the Planning Act, where requested, or alternatively, facilitates required circulation through advisory service to the Clerk and/or municipal staff. Arranges for newspaper publication where required.

Prepares notice of decision for Committee of Adjustment based on review and analysis of the four tests in Section 45(1) of the Planning Act.

Prepares speaker notes for the chair of meeting to ensure that attendees are aware of the planning requirements and planning rights.

Provides written (email) instruction to CAO/Clerk summarizing the scope of the meeting notices, Planning Report etc. and the legislative requirements for circulation of notices and decisions as required.

Prepares Official Plan and Zoning By-law amendments.

Prepares Declaration of Official certificate for applicable decisions.

Reviews draft reference plans for consents and plans of subdivision for compliance with application and decision.

Legislative and Other Agreements

Prepares development agreements including consent and subdivision agreements, site plan control agreements and associated adoption by-laws as required.

Prepares deeming by-laws and certificates of validation as required.

Prepares private road maintenance and access agreements as required.

Acts as the municipality's agent in consulting with the applicant on drafting of agreements and negotiating scope and content of agreements.

Public Consultation and Advisory Services

May be required to attend public meeting. Alternatively, makes presentations and responds to questions and comments by teleconference or visual media as part of a Council or Committee of Adjustment meeting where requested by the municipality.

Provides referrals of municipal staff, the public and applicants to provincial staff or other sources of technical information and procedures.

Provides advice and requirements for consultation with Indigenous communities.

Provides written or oral interpretations of municipal planning documents, notably zoning, and responds to all general inquiries on planning-related matters. Includes responding to land transaction compliance requests by solicitors.

Provides advice to the municipality's Chief Building Official on construction compliance with the zoning by-law.

Responds to media interviews where required.

Education and Advocacy

May have to prepare and conduct seminars and provide educational services to Members of Council and municipal staff and/or advocacy on changes to the Planning Act, and other current or emerging land use planning related matters (e.g. climate change, affordable and innovative housing, healthy communities, active transportation etc.).

Provides advisory services on funding sources and grants for land use planning related matters as required.

Special Studies and Services

Conducts and coordinates statutory review of the Official Plan and Zoning By-law on a proposal-based approach (which may require competitive submissions).

Conducts other studies on an as needed or pro-active basis (e.g. community improvement, review of planning applications fees, fencing and sign by-laws, trailer licensing, etc.).

Prepares by-laws for tariff of fees, appointment of committee of adjustment, etc.

Coordinates peer reviews where required for noise, natural heritage, archaeological, hydrological and hydrogeological studies where required.

Knowledge Base

The position requires intimate knowledge of the Planning Act, related Ontario Regulations and the most current version of the Provincial Policy Statement.

The position requires working knowledge of the Growth Plan for Northern Ontario and the enabling authority of the Municipal Act for land use planning related matters or issues (e.g. site alteration, municipal roads, trailer licensing, signs and fences).

Position requires working knowledge of municipal planning documents.

The position requires general knowledge and application of other legislation and information manuals specifically, *the Environmental Protection Act, the Environmental Assessment Act, the Species at Risk Act, the Ontario Building Code, the Nutrient Management Act, the Ontario Heritage Act, The minimum Distance Separation Implementation Guidelines, the Lakeshore capacity Assessment Handbook, the Wildland Fire Risk Assessment and Mitigation Reference Manual, the Natural Heritage Reference Manual, the Aggregate Resources on Ontario Provincial Standards Manual, the Ontario Highway Access Management Guideline, the Guide on Site Assessment, the Clean Up of Brownfields and Ontario Regulation 153/04, NPC-300 Environmental Noise Assessment Guideline, MOEPC Guidelines D1 – D6, Stormwater Management and Design Guideline, Provincial Offenses Act, Development Charges Act.*

Position requires demonstrated capability to prepare MDS calculations.

Position requires knowledge of provincial review and approval processes for all types of planning applications and any Official Plan and Zoning By-law review.

Position requires knowledge of the appeal procedures and role related to the Local Planning Appeal Tribunal.

Position requires knowledge of the *Accessibility of Ontarians with Disabilities Act*, AODA compliance for document preparation.

Qualifications and Accreditation

Planning advisory services associated with this job description shall be provided by an individual who has and maintains a valid membership and standing as a registered Professional Planner (RPP) with the Ontario Professional Planners Institute.

Position requires a minimum of five years' practical experience as a land use planner who has provided land use planning advisory services to rural and small urban municipalities in Northern Ontario.

Position requires demonstrated capability in the use of social media.

Position requires demonstrated computer skills in Microsoft Word, Excel and Power Point.

Position requires demonstrated capability in project management.

Position requires general knowledge of Asset Management Plans (AMPs) and Strategic Plans.

A high degree of oral and communication skills, interpersonal skills and experience in working with the public, with municipal elected and professional staff, provincial ministries and other agencies is required.

Demonstrated experience before the Ontario Municipal Board and its successor, the Local Planning Appeal Tribunal.

Must be fluently bilingual in providing same planning advisory services in French and English (for speaking municipalities).

Must have a valid Ontario Driver's License, and must maintain WSIB and professional liability and comprehensive insurance.

Performance Standards

Position requires adherence to the following performance standards (Table 1) for the review/processing of Planning Applications:

Table 1 - Company Performance Standards		
Application	Step	Company Performance Standards
Consent	Review application and prepare Planning report	5-7 business days from receipt of application
Consent	Prepare consent agreement (51(26))	5-7 business days from Council decision or approval
Minor Variance/Permission	Review application and prepare Planning report	5-7 business days from receipt of application
Zoning By-law Amendment	Review submission and issue statement of affirmation of complete or incomplete application	10 business days from receipt of application
Zoning By-law Amendment	Prepare Planning report, draft by-law and public meeting notice	15-18 days from receipt of application
Official Plan Amendment	Review submission and issue statement of affirmation of complete or incomplete application	10 -12 business days from receipt of application
Official Plan Amendment	Prepare Planning report	15-20 business days from receipt of application
Official Plan Amendment	Prepare official plan amendment and public meeting notice	25-30 business days from receipt of application assuming application is complete
Subdivision	Review submission and issue statement of affirmation of complete or incomplete application	15-20 business days from receipt of application
Subdivision	Circulation of application	10-12 business days from receipt of application
Subdivision	Prepare Planning report	15-18 business days from receipt of comments
Subdivision	Prepare meeting notices	3-5 business days from Council approval for meeting
Subdivision	Prepare conditions	10-12 business days following Council decision
Subdivision	Prepare subdivision agreement	15 -20 business days from Council decision
Note: Business day refers to Monday-Friday		

Other Services

May provide other services of benefit to the municipality such as a development charge study and by-law, operational by-law for pit and/or quarry, building and planning application fees, strategic plans, asset management plans etc.