



Request For Proposal (RFP# 2024-02)

Township of Plummer Additional
Committee of Adjustment

Senior Land Use Planner

The Township of Plummer Additional Committee of Adjustment requires 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 planning advisory services on an as needed basis to 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 pro-actively inform the municipality of emerging planning issues, funding opportunities, and will facilitate or conduct education sessions for Council and staff.

Prospective applicants will have an intimate working knowledge of the Planning Act, the Provincial Policy Statement and other planning-related legislation, Ontario Regulations and guidelines essential to providing high quality professional advice to Council, municipal staff, Indigenous communities, the general public, the real estate industry and applicants.

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 Curriculum Vitae and company profile and any limitations in meeting the performance requirements of the municipality set out in the position description. The proposal must reflect the scope of the elements set out in the position description which is available upon request from the Township. Proponents may provide a description of additional services that may be offered. Three references including an email address and telephone number shall be submitted in support of the proposal. The lowest proposal price or any proposal will not necessarily be accepted. Any accepted proposal shall be required to enter into a formal agreement with the Township.

The Township of Plummer Additional Committee of Adjustment may conduct an interview in person or by other means.

Questions pertaining to this RFP can be submitted to Lars Moffatt, CAO/Clerk by email at lmoffatt@plummertownship.ca. Submissions may be made in hard copy or electronically before **4:30 pm on August 8th, 2024** to the address below. Only applicants with an RPP will be considered. The Township of Plummer Additional Committee of Adjustment assumes no responsibility for a late submission or for contacting any applicant who is not deemed to qualify.

Twsp Planner
Plummer Additional
RR#2, 38 Railway Cres.
Bruce Mines ON POR ICO
Email: info@plummertownship.ca
Fax: 705-785-3135
Phone: 705-785-3479