



# REQUEST FOR PROPOSAL

Official Plan Review and  
Zoning By-law Update

Prepared by:  
The Corporation of the Township  
of Ryerson

28 Midlothian Road  
Burk's Falls, ON P0A 1C0

## **1. Purpose of Request for Proposal**

The Township of Ryerson (the Township) is inviting proposals for land use planning consultants to undertake a comprehensive review of the Township of Ryerson Official Plan, and Comprehensive Zoning By-law update. All proposals are subject to the terms and conditions of this Request for Proposal, the accompanying specifications, and all other contract provisions or data that is incorporated.

This is not a call for tender but a request for proposal (RFP) to identify a preferred Proponent and to initiate negotiations which, if mutually satisfactory, would lead to a contractual relationship Ten Year Review of the Ryerson Official Plan, and subsequent Comprehensive Zoning By-law update to ensure conformity with the revised Official Plan.

## **2. Information and Instructions**

### **2.1 Background Information**

The Township of Ryerson is a single-tier municipality located in the District of Parry Sound. It is a small, rural community with a population of 745 as per the 2021 Census. The Township is located approximately 35 km north of the Town of Huntsville, west of the Village of Burks Falls and the Township of Armour and east of the Municipality of Magnetawan.

The primary objectives of this project are;

- a) To complete a comprehensive review of the Township's Official Plan that is consistent with the most recent Provincial Policy Statement, the *Planning Act*, and any other regulatory requirements;
- b) To update the Comprehensive Zoning By-law and to ensure conformity with the updated Official Plan in accordance with the *Planning Act*.

### **2.2 Submission of Proposal**

Proposals shall be submitted in the form and format specified in Section 5 and shall include a completed Form of Proposal attached as Appendix A to this document. A designated signing officer authorized to bind the Proponent to the provisions of their Proposal must sign the Form of Proposal. Any addenda issued by the Township of Ryerson in accordance with Section 2.4 must be acknowledged by the Proponent on the Form of Proposal.

Each Proponent is asked to submit one (1) electronic copy of the Proposal.

The electronic copy of the Proposal must be delivered by email to the Lead Contact as specified in Section 2.3 of this RFP and must be received no later than 4:00 PM local time on Friday October 17, 2025. The subject line of the email must read 'RFP- External Audit Services'.

It is the responsibility of the Proponent to ensure that the Township receives its Proposal prior to the submission deadline, in accordance with the submission process outlined above. Proposals received after the submission deadline will not be considered.

### 2.3 **Lead Contact**

The Township of Ryerson has endeavoured to provide complete and correct information necessary for Proponents to properly assess and determine the scope and complexity of work prior to submitting a proposal.

Proponents are solely responsible for determining if more information is required or if anything contained in this document appears incorrect or incomplete, and for contacting the Lead Contact identified below if they have any questions whatsoever prior to the closing date.

Information obtained from any source other than the Lead Contact is not official and may be inaccurate. The Township will not be responsible for any verbal statement, instruction, or representations.

All inquiries for this RFP must be directed by email to:

Municipal Treasurer  
[treasurer@ryersontownship.ca](mailto:treasurer@ryersontownship.ca)

A Proponent may be disqualified if, during the period between the issuance of this Request for Proposal and the date of notification of the award, they contact any individual who is involved in this RFP process and who is not the Lead Contact. This is to ensure that all Proponents receive the same information and are treated equitably.

### 2.4 **Required Review and Clarification**

It is the responsibility of each Proponent to carefully review this RFP. Questions concerning clarification of the contents of this document must be received by the Lead Contact by no later than 4:00 PM local time on Friday October 3, 2025. This is to allow time for the issuance of any necessary addenda.

In submitting a Proposal, the Proponent acknowledges that they have read, completely understand, and accept the terms and conditions of the RFP in full. The Township of Ryerson is not responsible for any misunderstanding of the RFP.

### 2.5 **Amendments to the RFP**

The Township may issue addenda to clarify and/or modify certain aspects of the RFP prior to the submission deadline. Addenda shall be posted by 4:00 PM on Tuesday October 7, 2025, to <https://www.ryersontownship.ca/> and shall be available in hard copy format at the municipal office upon request.

## 2.6 **Opening of Proposals**

There will be no formal opening of proposals. Proposals will be evaluated, and a recommendation brought to Council at the October 28, 2025 regular meeting. Proponents are welcome to attend this meeting at their own cost.

## 2.7 **Rights of the Township of Ryerson**

The Township of Ryerson reserves the right to:

- a) Make public the names of any or all Proponents and their quoted fees
- b) Verify with the Proponent or with a third party any information set out in their Proposal
- c) Disqualify any Proponent whose Proposal contains misrepresentations, any other inaccurate or misleading information, or any qualifications
- d) Disqualify any Proponent who has engaged in conduct prohibited by this RFP
- e) Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP
- f) Select a Proponent other than the Proponent whose Proposal reflects the lowest cost to the Township
- g) Cancel this RFP process at any stage
- h) Cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables
- i) Accept or reject any or all Proposals in whole or in part
- j) Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's Proposal
- k) If a single Proposal is received, reject the Proposal of the sole Proponent and cancel this RFP process or enter into direct negotiations with the sole Proponent
- l) Enter into negotiations with the selected Proponent to obtain cost savings, additional services, or any other matter

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

## 2.8 **Not Responsible for Costs**

The Township shall not pay any costs associated with the preparation, submission, or presentation of the Proponent's Proposal. The Township shall not be liable for any expenses, costs, or losses suffered by the Proponent or any third party resulting from the Township exercising any expressed or implied rights under this RFP.

2.9        **Proposal Expiry Date**

Proponents hereby acknowledge that their Proposals shall be irrevocable for a period of 90 days after the submission deadline. Extensions to this period may be granted with the mutual agreement of the Township of Ryerson and the successful Proponent and may be initiated by either party.

2.10       **Confidentiality and Ownership**

Any information provided to the Proponent by the Township before, during, or after the RFP is completed shall be treated as confidential and shall not be used or communicated by the Proponent or any third party in any way unless otherwise identified or permitted by the Township of Ryerson or under Federal/Provincial legislation. Information, reports, documentation, plans, etc. that are produced by the successful Proponent in response to this RFP shall become the exclusive property of the Township of Ryerson. However, intellectual property such as specific tolls, templates, and processes that the Proponent provides as part of the deliverables remains the property of the Proponent if so requested.

2.11       **Freedom of Information**

Any personal information required in the Proposal is received under the authority of the Township of Ryerson. This information shall be an integral component of the submission. All written Proposals received by the Township become a public record. Once a Proposal is received by the Township and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to the Lead Contact.

2.12       **Municipal Information Waiver**

All information contained in this document and any potential subsequent addenda, with respect to operations, qualities, values, description of properties, losses, etc., are reasonably and realistically accurate to the best of the Township's knowledge. However, accuracy is not guaranteed by the Township.

2.13       **Indemnification**

The successful Proponent must agree to keep the Township indemnified against any and all claims, actions, or demands that may be brought, made, or arise in respect of anything done or omitted to be done by the successful Proponent or its employees, who shall be and remain at all times and for all purposes the servants or employees of the successful Proponent, save and except to the extent that such claims, actions, or demands arise from or relate to the negligence, wrongful act, or omission of the Township or any of its officers or employees.

2.14      **Termination of Contract**

The Township reserves the right to immediately terminate a contract with the successful Proponent for sufficient cause, including but not limited to non-performance, late deliveries, inferior quality, and fee issues. Either party may terminate a contract by providing the other party with 30 calendar days' written notice including the reason for termination. In the event of such termination, the Proponent will be paid for services up to and including the date of termination.

2.15      **Legal Proceedings with the Township**

No Proposal will be accepted from any Proponent which has a claim or has instituted a legal proceeding against the Township, or against whom the Township has a claim or instituted a legal proceeding with respect to any previous contract, bid submission, or business transaction.

2.16      **Request to Withdraw a Submitted Proposal**

Requests for the withdrawal of a Proposal shall be allowed if the request is made prior to the closing date and time. Requests shall be directed to the Lead Contact by letter or email, by an Authorized Agent of the company, with a signed withdrawal request confirming the details. Telephone requests will not be considered. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal on the same RFP.

2.17      **Adjustment to Proposal**

Adjustments by telephone, fax, email, or letter to a submitted Proposal will not be considered. A Proponent desiring to made adjustments to a Proposal shall withdraw the Proposal and/or supersede it with a later Proposal submission prior to the specified closing date and time.

2.18      **Proposal Returned Unopened**

A Proposal received after the closing date and time shall be noted and returned unopened to the Proponent. If a late Proposal is received without a return address on the envelope, it shall be opened to obtain the address and then returned. The covering letter will advise why the submission was not returned unopened.

2.19      **Submission of More Than One Proposal**

If two (2) or more Proposals are received from the same Proponent for the same RFP, the Proposal with the latest time and date received shall be considered the intended Proposal.

## 2.20 **Additional Requirements**

- a) The use of qualified sub-contractors by the Proponent to perform specific duties while under contract is permitted only if the Proponent declares such use in the Proposal or if the successful Proponent receives written approval from the Township.
- b) The successful Proponent shall, throughout the term of the contract, obtain and maintain in force a General Liability Insurance and/or Professional Liability Insurance coverage of not less than \$5,000,000 per occurrence inclusive, to indemnify and hold harmless the Township against any liability which may arise from the successful Proponent's activities under this contract. The successful Proponent must provide a certificate of insurance within 30 days of awarding the contract.
- c) The successful Proponent shall ensure that all services and products provided in respect to this proposal are done so in accordance with and under the authorization of all applicable authorities, municipal, provincial, and/or federal legislation, including but not limited to WSIB and all applicable responsibilities under the Occupational Health and Safety Act.

## 2.21 **Key Dates**

The timeline set out below is the Township's best estimate of the schedule that will be followed. It is intended to be for guidance purposes only.

RFP Issue Date	September 22, 2025
Deadline for submissions of questions (see section 2.3)	October 3, 2025, 4:00 p.m.
Deadline for addenda to be posted on the Township website (see section 2.4)	October 7, 2025, 4:00 p.m.
Submission Deadline	October 17, 2025, 4:00 p.m.
Recommendation taken to Council	October 28, 2025
Notification of Award	Within ten (10) calendar days following Council decision.

## **3. General Scope of Work**

The primary objectives of this project are:

- (a) The complete a comprehensive review of the Township's Official Plan that is consistent with the updated *Provincial Statement (formerly Provincial Policy Statement)*, the *Planning Act* and any other regulatory requirements.
- (b) To update the Township's comprehensive Zoning By-law to respond to the changing nature of development within the Township of Ryerson, and to ensure conformity with the updated Official Plan in accordance with the *Planning Act*.

- 3.1 The following is an overview of the minimum scope of work that should be the focus of submitted proposals. Proponents may offer a work program that goes beyond these minimum elements.
- Address issues and inconsistencies with the existing Official Plan
  - Review and refinement of the population projections
  - Development of Greenhouse Gas reduction and Climate Change strategies
  - Review and enhancement of the natural environment policies
  - Review and refinement of the housing and employment forecasts
  - Promotion of the Township as a livable, four-season community
  - Ensure that the Township's Asset Management Plan is considered and reflected in the new policy framework
  - Review and enhancement of the Official Plan schedules
  - Review of lake specific policies
  - Review of policies to encourage housing and lot creation
- 3.2 It is anticipated that the proposal will include the following broad elements in the work program:
- i. **Official Plan Review**
    - a) Project start-up with staff and Council briefing.
    - b) Pre-consultation: Ministry of Municipal Affairs and Housing.
    - c) Research leading to technical review, policy support, studies, and reports.
    - d) Community and Stakeholder Consultation.
    - e) Policy development and review.
    - f) Adoption.
    - g) Submission to the Ministry of Municipal Affairs and Housing.
  - ii. **Comprehensive Zoning By-law Update**
    - a) Assess the existing Zoning By-law and the amendments approved to date.
    - b) Ensure compliance and alignment of the proposed Zoning By-law with the new Official Plan.
    - c) Receive staff input on the existing documents/noted areas requiring clarification/definition.
    - d) Complete a detailed analysis of the Township's zoning provisions.



- e) Amend zoning provisions and make recommendations regarding issues and/or problem areas.
  - f) Community and Stakeholder consultation.
  - g) Consolidate all amendments into one comprehensive document.
  - h) Adoption by Council.
- 3.3 Proponents are not bound by the above-noted structure, though the individual elements must be addressed. Creativity and alternatives that are effective and cost efficient are encouraged.
- 3.4 The Proponents will be expected to develop and conduct public consultation in accordance with the requirements of the *Planning Act*. It is expected that the work program will include consultation at regular intervals and a process which is inclusive of interest groups as well as the general public.

#### **4. Municipal Resources**

- 4.1 The Township employs an experienced CAO and Clerk who will provide all required documents such as past Official Plan Amendments, Asset Management Plan and other relevant documents. The Clerk will be responsible for booking meeting space and will coordinate the publishing of notices as required. Project progress and events will also be posted on the Municipal website as required.
- 4.2 The Township of Ryerson is the approval authority for Zoning By-law Amendments, Site Plan Controls and Minor Variances. The South-East Parry Sound District Planning Board is the consent granting authority, and Official Plan reviews and updates require approval by the Ministry of Municipal Affairs and Housing (MMAH).
- 4.3 Proponents must demonstrate past experience in the provision of Official Plan Reviews and expertise that focuses on small, rural municipalities. Consulting firms must identify one individual as the person responsible for direct contact.

#### **5. Submission Requirements**

Proponents are asked to submit a proposal which contains all information detailed below.

##### **5.1 Format**

For the Township of Ryerson to evaluate proposals fairly and consistently, Proponents should follow the format set out herein and provide all of the information as requested. Failure to provide all required information as detailed in this RFP may result in the Proponent being disqualified or scoring poorly in the evaluation. Proponents are encouraged to provide any additional information not specifically outlined in this RFP that they believe would be of value in evaluating their Proposal.

## 5.2 **Professional and Corporate Information**

Proposals must include information of a general nature on the current staffing and projects of the firm. This should also incorporate contact information for the Proponent and a general description of the corporate practice. For comparative purposes, Proponents are requested to describe their experience and resources as it relates to the scope of work and specifically pertaining to municipalities similar in nature to Ryerson.

## 5.3 **Conflict of Interest**

The Proposal must include a discussion of the Proponent's perception of "conflict of interest". Proponents are required to disclose any activities or existing relationships which may be perceived as a conflict of interest, as well as any anticipation of future activities of the firm which may be perceived to be linked to the Proponent's knowledge of the Township and describe how the Proponent would deal with such cases.

## 5.4 **Timelines**

The Township anticipates the project to commence in November of 2025 and be completed with final deliverables provided for Council consideration by June 23, 2026.

The following key milestone are expected:

Project Start/Kick Off Meeting	November 2025
Workplan and Engagement Strategy	November 2025
Revised Official Plan	November 2025-February 2026
Revised Zoning By-law	November 2025-February 2026
Public Consultation	March 2026-April 2026
Review of Draft Official Plan and Zoning By-law	April 2026-May 2026
Final Deliverables	June 2026

The proponent is responsible for including a detailed timeline and functional information in their proposal.

## 5.5 **Fee Structure**

Proposals shall include detailed description of all costs and the recommended method of billing. There is an expectation that fees will remain constant for the duration of the contract. For comparative purposes, it is preferred that cost information be reported in the following manner:

- A lump sum total for the Official Plan review/update.
- A lump sum total for the Zoning By-law update.
- A fee structure, including hourly rates for senior members, junior members, and all other employees whose services may be billed to the Township may be included if the proponent wishes.

Charges for specific services or disbursements, as well as travel time, if billed, and mileage rates are to be identified in the lump sum totals.

## **5.6      Deliverables**

The selected firm will be required to provide the following to the Township of Ryerson at the conclusion of the Official Plan Review and the conclusion of Zoning By-law review:

- One (1) electronic Word version of all draft and final reports on appropriate media or via email.
- One (1) electronic PDF version of final Official Plan and Zoning By-law documents in accessible standard format.
- One (1) electronic copy in PDF, JPEG, or TIFF format of all plans, illustrations and/or drawings produced during the review
- One (1) electronic copy of all plans, illustrations and/or drawings in an appropriate GIS file format (Geo-referenced Shapefile formats)
- One (1) electronic copy of all schedules.
- One (1) electronic and one (1) hard copy of all meeting minutes, public notices, presentations, handouts, comments, sign-in sheets, etc. prepared for, or as result of the public consultation, and Official Plan Review and Zoning By-law process.

## **5.7      References**

A list of current municipal clients shall be included in the Proposal, as well as a list of three (3) references including contact names, addresses, and phone numbers. The Township may contact any or all of the references provided in its evaluation of the Proposal.

## **6. Evaluation Criteria**

As part of the evaluation process, the Township may contact one or more Proponents to clarify or obtain more information about their Proposal or substantiate any details contained therein. Discussions will only be held with Proponents who have submitted a Proposal deemed reasonably acceptable for award.

The Township of Ryerson may make their award(s) on the basis of the Proposals, without seeking additional information and/or clarification. Therefore, each initial Proposal should reflect the best efforts of the Proponent and include all required documentation as set out in the RFP.

Top Proponents may be selected for an interview to discuss their Proposal, at the discretion of the evaluation committee. If such an interview is requested, the lead member(s) of the Proponent will be expected to participate.

An evaluation of each Proposal will be conducted using the criteria established below. The results of these evaluations will be used to make a recommendation to Council.

- a) Understanding of the requirements
- b) A demonstration that the Proponent is able to provide the required services, including its experience and knowledge as it relates to the scope of work
- c) Municipal planning experience
- d) Firm personnel qualifications and experience
- e) Approach taken for review of Official Plan and Comprehensive Zoning By-law update, including timelines
- f) The completeness and reasonableness of the fees schedule
- g) The quality of the references provided.

**Schedule A: Form of Proposal**

The Township of Ryerson is inviting proposals for Official Plan Review and Zoning By-law Update.

I/We, the Undersigned, having examined this Request for Proposal, do hereby offer to enter into this agreement with the Township of Ryerson to provide services under the terms included in this RFP.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

_____ Signature of Witness	_____ Signature of Authorized Representative of Firm I have authority to bind the Firm
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_____ Name of Witness (Please Print)	_____ Name of Authorized Representative of Firm (Please Print)
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_____ Address of Witness (Please Print)	_____ Title of Authorized Representative of Firm (Please Print)
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_____ Date	_____ Date
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Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.

Adden. No. 1              Adden. No. 2              Adden. No. 3