

Report to Council

Re: Joint Procurement for Zoning By-law
Update Planning-2025-14

From: Emily Fitzgerald

Date: August 5, 2025

Recommendation:

That Report Planning-2025-14, dated August 5, 2025, regarding joint procurement for consulting services for the update to the Township's Zoning By-law be received; and

That the Township decline to engage in the joint procurement of consulting services for the update to the Township's Zoning By-law; and

That Staff be directed to forward Report Planning-2025-14 to County Council for information.

Overview:

The County of Peterborough has developed a new Official Plan for the County and its component Townships who chose to embed their local Official Plans within the County of Peterborough Official Plan, including the Township of Douro-Dummer. Once the new Official Plan is approved and in effect, each of the Townships within the County will need to undertake an update to their Zoning By-laws to implement the new Official Plan.

At the County Council meeting on June 25, 2025, the following Notice of Motion was passed:

Resolution No. 128-2025

Moved by Councillor Amyotte

Seconded by Councillor Watson

Whereas Peterborough County has submitted its Official Plan to the Province for approval;

And whereas the seven lower-tier townships that are part of the County's Official Plan will need to prepare a revised comprehensive zoning by-law ("CZB") amendment to align with the new official plan;

And whereas it could be beneficial to have one planning consultant prepare the draft CZB for the seven townships as there may be synergies found within neighbouring municipalities;

Now therefore be it resolved that staff be directed to draft a Request for Proposal (RFP) pending review and discussion by the 7 townships with their decisions forwarded to County Council prior to September 3rd, 2025, as each township would be financially responsible to pay for their part of the CZB amendment. And further that this motion be circulated to the 7 townships.

Carried.

The Township of Douro-Dummer Comprehensive Zoning By-law was passed in 1996. Since its passage, the Zoning By-law has undergone several amendments for housekeeping purposes.

The above Notice of Motion refers to amendments to the Zoning By-laws necessary for the implementation the new Official Plan. In addition to these required amendments, there are many omissions and essential improvements Staff have identified with the current Zoning By-law which may not relate to the new Official Plan. Staff are of the opinion that the creation of one Request for Proposal (RFP) document for the update to all seven Township By-laws is likely to present challenges regarding the clear definition of the scope of work to the successful consultant. Further, certain individual and unique needs of the Township may be removed from the scope of work if not producing a benefit to other Townships engaging in joint procurement.

The Notice of Motion further suggests that the use of one consultant for the preparation of the Zoning By-law update may be beneficial in terms of finding synergies. A Zoning By-law is a document intended to direct development at the site-specific scale, having regard to the unique characteristics and needs of the communities under its jurisdiction. Each Township in the County therefore has its own unique zone categories, permitted uses and associated regulations, and general provisions. Staff are of the opinion that standardization of the foregoing would diminish the ability of the Zoning By-law to operate effectively within local contexts and respond to emerging community concerns.

It is also worth noting that the volume of work associated with updating seven Zoning By-laws concurrently is substantial. There are few consulting firms in the area which would have a sufficient workforce to complete all seven Zoning By-law updates in a timely manner.

Conclusion:

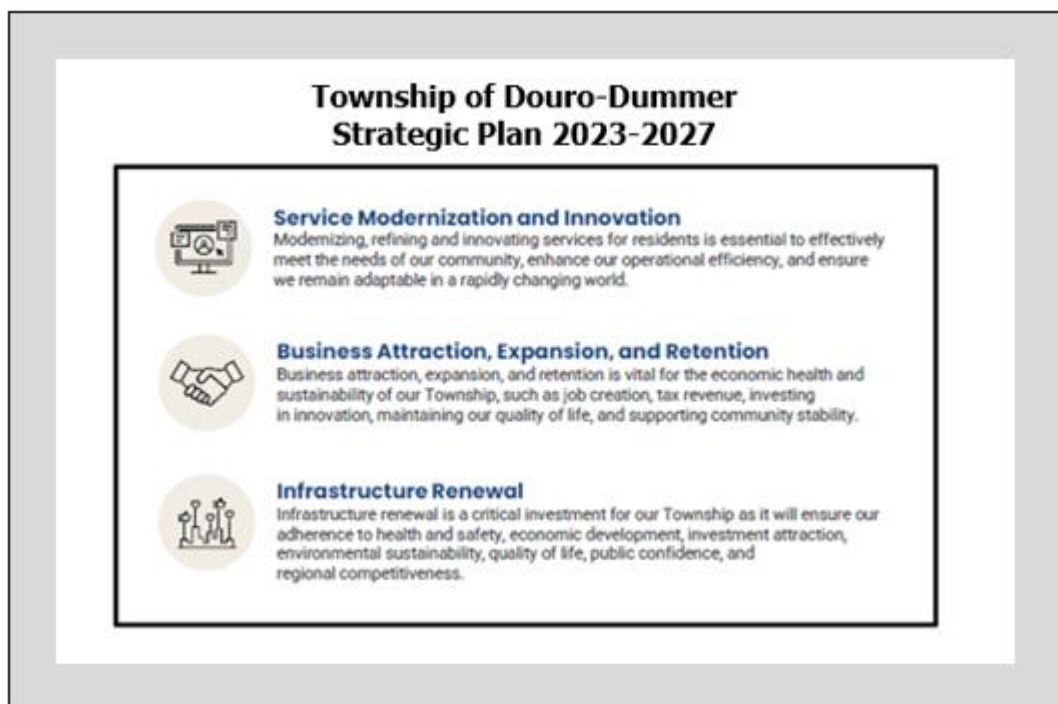
Given the above analysis, joint procurement for the services of a single planning consultant to update all seven Township Zoning By-laws is expected to produce more challenges than benefits for the Township of Douro-Dummer. Staff are of the opinion that the Township should proceed to develop its own RFP for consulting services to update the Zoning By-law at the appropriate time to ensure the maximum advantage to the community and Staff tasked with administering the Zoning By-law.

Financial Impact:

In anticipation of the approval of the new Official Plan, the Township has been reserving funds to cover the costs of consulting services for the development of a new Zoning By-law.

Should the Township proceed with joint procurement with the other Townships in the County for this project, Staff anticipate little cost savings given the limited opportunity for standardization of Zoning By-laws across the County. Further, given that the RFP

would be issued by the County, the Township's ability to regulate the expenses associated with the project may be reduced.



Report Approval Details

Document Title:	Joint Procurement for Zoning By-law Update - Planning-2025-14.docx
Attachments:	
Final Approval Date:	Jul 31, 2025

This report and all of its attachments were approved and signed as outlined below:

Don Helleman

Paul Creamer

Martina Chait-Hartwig

Todd Davis