

Report to Council

Re: Joint Procurement for Zoning By-law
Update Planning-2025-16

From: Emily Fitzgerald

Date: September 2, 2025

Recommendation:

That Report Planning-2025-16, dated September 2, 2025, regarding joint procurement for consulting services for the update to the Township's Zoning By-law be received; and

That Council provide Staff direction regarding whether to participate in the preparation of an RFP for the joint procurement of consulting services for the update to the Township's Zoning By-law; and

That Council direct Staff to bring a report to the next available Council meeting following the preparation of the RFP to help inform Council's decision regarding whether to proceed with 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-2025-16 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. Members of County Council have suggested that working together on updating multiple Township Zoning By-Laws by a single consultant could yield the following:

- Recognition that the on-going direction by the Province of Ontario is to eliminate all barriers to development, consistency where possible through-out Peterborough County supports this type of direction.
- Opportunities to standardize formatting and definitions across a series of Townships that would support a more common understanding of terms currently being used in local zoning.
- Cost savings for the individual townships who would be contributing to this project instead of funding individual projects.

Staff recognize these potential opportunities; however, it is important to identify that there are many omissions and essential improvements needed in the current Zoning By-law which may not relate to the implementation of the new Official Plan. Staff must be satisfied that all the required work for our jurisdiction can be reflected in the new Zoning By-Law. Staff further insist that opportunities for robust in-person public input must be made available throughout the process to ensure that the voice of Douro-Dummer is reflected in the finished product.

Staff are concerned the creation of one RFP document for the update to multiple Township By-laws could 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.

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 concerned

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 multiple Zoning By-laws concurrently is substantial. A larger project will likely attract larger consulting firms which would have a sufficient workforce to complete the Zoning By-law updates for all participating Townships in a timely manner.

Conclusion:

This report offers both the potential positives and negatives to support Council's discussion and decision on whether to engage in the development of an RFP for the joint procurement of the services of a single planning consultant to update the Township's Zoning By-law alongside other Township Zoning By-laws in the County. If so directed, Staff are prepared to participate in the development of the RFP and provide further information to support Council's further consideration and final decision on whether to proceed with joint procurement.

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 - Planning-2025-16.docx
Attachments:	
Final Approval Date:	Aug 28, 2025

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

Todd Davis