

# Technical Proposal

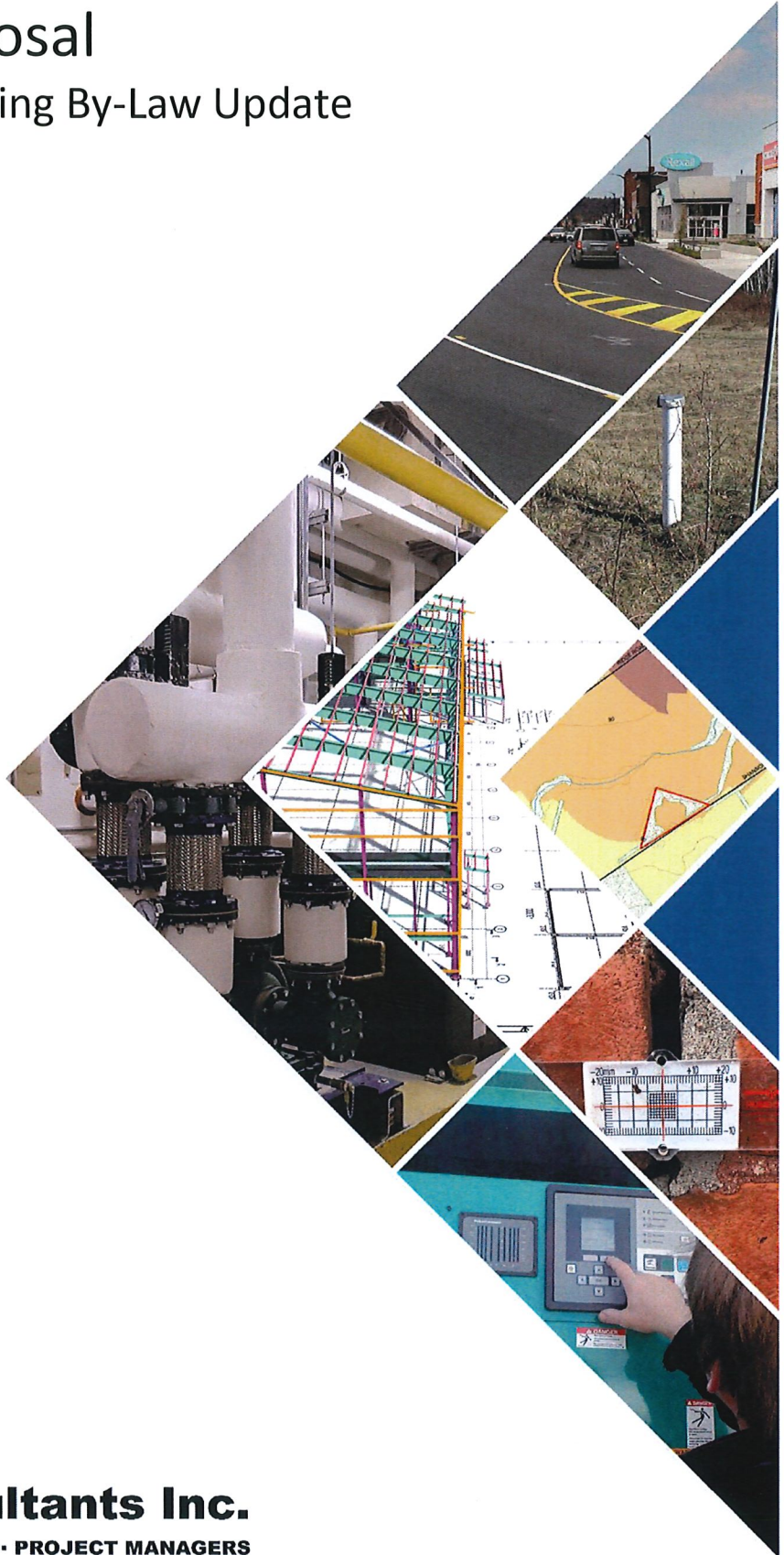
## Official Plan and Zoning By-Law Update

### Town of Perth

March 23, 2023

Client Project # DDS-01-2023

Jp2g Project # 22-7124A



#### Submitted to:

Joanna Bowes  
Director of Development Services  
80 Gore Street East  
K7H 1H9  
Email: [jbowes@perth.ca](mailto:jbowes@perth.ca)



## Table of Contents

Covering Letter .....	i
<b>1 Proposed Approach (30%).....</b>	<b>1</b>
1.1 Understanding of Project Scope .....	1
1.2 Project Approach.....	2
1.3 Work Plan .....	2
1.3.1 Work Plan: Phase 1 Official Plan Review .....	2
1.3.2 Work Plan: Phase 2 Official Plan Update.....	3
1.3.3 Work Plan: Phase 3 Zoning By-law Update .....	3
1.3.4 Consultation Strategy .....	4
1.4 Project Schedule.....	4
1.5 Methodology.....	5
1.5.1 Approach to Ensure Project Delivery on Time & on Budget .....	5
1.5.2 Time Management .....	5
1.5.3 Approach to COVID-19 .....	5
1.6 Quality Assurance.....	5
1.6.1 Commitment to Quality.....	5
<b>2 Experience and Qualifications (35%).....</b>	<b>5</b>
2.1 Corporate Profile.....	5
2.2 Examples of Relevant Project Experience .....	6
2.2.1 Example 1: Township of Montague – Official Plan Review & Update .....	6
2.2.2 Example 2: Deep River New Official Plan 2017 & New Zoning By-law 2018.....	6
2.2.3 Example 3: Lanark Highland Official Plan Review & Update 2020 .....	7
2.3 Project Team .....	7
2.3.1 Project Manager – Senior Planner - Forbes Symon, B.Sc., MCIP, RPP .....	7
2.3.2 Junior Planner – Kathryn Curry, BES, MCIP Candidate, RPP Candidate .....	8
2.3.3 Planning Technician/GIS Specialist – Paul Lavoie.....	8
2.3.4 Biologist/Planner – Bryana Kenny .....	8
2.3.5 Project Coordinator – Kristie Bromley .....	8
<b>3 Professional Fees (35%).....</b>	<b>8</b>
<b>4 Expectations of Town Staff and Information to be Provided by the Town of Perth.....</b>	<b>9</b>

### Appendices

Appendix 1 – Corporate Profile

Appendix 2 – Resumes of Key Personnel

Appendix 3 – Client Forms (Appendix A to G)



## Covering Letter

March 23, 2023

Town of Perth  
80 Gore Street East  
Perth, Ontario, K7H 1H9  
613-267-3311

Attn Joanna Bowes, Director of Development Services  
[jbowes@perth.ca](mailto:jbowes@perth.ca)

Re **Jp2g Proposal Submission for Project DDS-01-2023**  
**Closing: Thursday March 23, 2023 at 11:00am**

We are pleased to provide three (3) hard copies of our Technical Proposal for the above-referenced project.

We have also provided three (3) hard copies of our Financial Proposal in a separate envelope.

Our submission is based on the requirements of the project Request for Proposal as well as the clarifications provided in the following addenda:

- Addendum No. 1 dated March 20, 2023

I trust that you will find everything in order. Should you require any additional information, please do not hesitate to contact me at: (613.281.9894) or (Forbess@jp2g.com).

Trusting this is satisfactory.

Yours truly,

**Jp2g Consultants Inc.**

A handwritten signature in black ink, appearing to read 'M. Forbes Symon', with a large, sweeping flourish underneath.

M. Forbes Symon, RPP, MCIP  
Senior Planner



# 1 Proposed Approach (35%)

## 1.1 Understanding of Project Scope

It is understood that the Town of Perth is a historic community within Eastern Ontario, possessing a thriving commercial base, strong industrial base, a wide range of housing options, and an impressive historic downtown core. The Town is at the edge of the 1-hour commuter shed for the City of Ottawa. Over the past 20 years, the Town has experienced limited growth, however with the expansion of sewage treatment capacity in 2019, the Town has experienced increased interest in new investment and growth. It is critical that the Town has up-to-date planning documents to manage growth and development pressures.

The Town of Perth requires professional planning services to conduct an “Official Plan and Zoning By-law Update” to bring the Town’s Official Plan into conformity with the 2020 PPS and the Lanark County Sustainable Communities Official Plan (SCOP), as well as reflect legislative changes brought about by Bills 108, 109 and 23. This will also be an opportunity to update the Official Plan with the most recent natural heritage and hazard mapping and to reflect on local planning matters. The project will also involve updating the current Zoning By-law to ensure it implements the policies of the Official Plan (as updated) and establishes the appropriate regulations to manage the growth and development of the Town.

Section 26 (1.1) of the Ontario Planning Act, RSO 1990, requires that a local municipality “revise its (official) plan no less frequently than 10 years after it comes into effect.” The Act requires that the local municipality consult with the Approval Authority (i.e., Lanark County) and prescribed agencies (Conservation Authorities, Health Unit, Parks Canada, etc.). The Act also requires that the local Council hold at least one special meeting open to the public to allow them to comment on the need to update the Official Plan. Section 3 (5) of the Planning Act also requires that local Official Plans “be consistent with” the Provincial Policy Statement (PPS). It is understood that the Town of Perth Official Plan was approved prior to the approval of the Lanark County SCOP and has been amended 16 times, most recently through OPA #16 which was a major amendment resulting from a Comprehensive Review and designating sufficient lands to permit the community to grow to the year 2038. The Town of Perth OP has not been updated to be consistent with the PPS 2020 and now is an appropriate time to undertake the review and update.

It is also understood that the Town started an internal review of its Official Plan in 2019 and conducted a series of community discussions on topics including growth management, heritage, food security, engineering services, employment lands, and affordable housing. This information will be used as community background information and will benefit the Official Plan and Zoning By-law Review and Update Project.

In conjunction with the 2021 internal review of the Official Plan, and as part of their ongoing efforts for reconciliation, the Town of Perth retained the services of an indigenous consultant to assist with building relationships with indigenous communities. Municipalities are required to consult with indigenous communities as part of projects such as an Official Plan updates. This project will benefit from these relationship building efforts. This proposal does not include any additional indigenous consultation, other than the prescribed notices and request for comments to the Algonquins of Ontario and the Métis Nation of Ontario. We will be happy to work with the Town’s indigenous consultant throughout this Review and Update project.

This project also acknowledges that the Town of Perth has a “Downtown Perth Heritage Conservation District” that was established by By-law 4271 in 2018. Efforts will be made through the Official Plan and Zoning By-law Review and Update project to ensure the intent of the Heritage Conservation District Plan is reflected in the documents.

It is understood that the PPS (2020) has added several new requirements for local official plans, including policies related to indigenous consultation, climate change, infill and intensification, and natural heritage system planning. The requirement for natural heritage system planning will be an important component of the scope of work for this project and will be outlined in the Issues and Options Report.



Following the update of the Town of Official Plan, the scope of work will focus on the update of the Town's Comprehensive Zoning By-law No 3358. The Zoning By-law was last updated in 2000 and efforts to ensure it is in conformity with the updated Official Plan are required. Efforts will be made to ensure the Zoning By-law reflects current best practices for zoning regulations and to make certain that there are no inherent barriers to desired development.

## 1.2 Project Approach

We have broken the project into three (3) phases including Official Plan Review, Official Plan Update, and Zoning By-Law Update. For a detailed breakdown of this approach, please refer to Appendix 3, Client Form Appendix A.

## 1.3 Work Plan

### 1.3.1 Work Plan: Phase 1 Official Plan Review

The following outlines the Work Plan to be followed by Jp2g Consultants Inc. to achieve the project objectives:

1. Phase 1 Kick-off meeting with Project Team
  - a. The Consultant will meet with client's Project Team to confirm scope of work, project proposal, deliverables, proposed work plan and timelines, and communication strategy, while also ensuring all roles are clearly defined, responsibilities are understood, and reporting relationship/protocol is established.
2. Data Collection
  - a. Collection of past development activity records, specifically all Official Plan Amendments, Zoning Amendments, and Minor Variances, plus any additional information identified at Kick-off Meeting. The Project Team will be responsible for providing hard copies and/or digital records of the documents.
  - b. Conduct a critical review of the Provincial Policy Statement (2020) and the current County of Lanark SCOP policies to identify areas where the Town's Official Plan needs to be updated to "be consistent with" these documents.
  - c. Conduct a review of key municipal documents including the existing official plan and zoning by-law, official plan amendments, downtown heritage conservation district plan, asset management plan, Lanark Transportation Master Plan, Development Charges Background Studies, Fire Master Plan, Recreation Master Plan, and Strategic Plan, along with others to identify local, unique issues which would benefit from a policy in the Official Plan.
  - d. Obtain the Town's existing GIS database/layers and existing Official Plan and Zoning By-law Schedules (in original digital format if possible).
3. Issues and Options Report (Deliverable)
  - a. The "Town of Perth Official Plan Review Issues and Options Report" will be the primary deliverable for this undertaking. The Report will summarize the results of the review of the Official Plan and data/reports provided, along with the critical assessment of the 2020 PPS and the Lanark County SCOP. It will also contain the results of the consultation with prescribed agencies, staff, Council, and the public. The report will provide an inventory of the elements of the Official Plan that should be updated, including a clear rationale for why specific elements of the Official Plan require updating and possible policy options for consideration.
  - b. The "Town of Perth Official Plan Review Issues and Options Report" will identify any studies/research necessary to support any of the elements of the Update.
  - c. The report will identify the scope of work for the update of the Official Plan to be completed.
  - d. Council is to review the Issues and Options Report and provide direction to the Consultant on the elements of the Official Plan to be updated.



### 1.3.2 Work Plan: Phase 2 Official Plan Update

The scope of work for Phase 2, Official Plan Update, will be largely determined by the results of the Phase 1 work. The process for updating the Official Plan shall include the following:

1. Research and Consultation
  - a. It is anticipated that there may be elements of the draft OPA that require research and/or consultation with others. This phase will include the necessary research into the preferred policy options.
  - b. The Natural Heritage System Plan will be required to cover the Town. It is understood that the Town is in Ecoregion 6E. Lands within the 6E Region are required to have a Natural Heritage Systems Plan. The Natural Heritage System Plan will be created based on “Best Practices Guide to Natural Heritage Systems Planning (2014)”, expressed in a draft land use schedule, and will be GIS ready.
2. Draft Update OPA
  - a. Prepare draft of Update OPA for Council’s review and consideration, including the Natural Heritage System Schedule and new Official Plan Schedules. To assist in the understanding of the proposed changes to the Official Plan, the Consultant will prepare a “redlined revision” version of the Official Plan, tracking the proposed deletions and additions being recommended.
  - b. Once Council is satisfied that the draft Update OPA is consistent with their wishes, they will provide direction to formally initiate the OPA process in accordance with the Planning Act, RSO 1990.
  - c. Circulate draft Update OPA to prescribed agencies for review and comment.
  - d. Hold the statutory open house and public meeting to present and consider the draft Update OPA.
  - e. Present Planning Report to Council with recommended changes to the draft Update OPA based on the results of the public and agency consultation.
  - f. Council to adopt final Update OPA.
  - g. File OPA application with the Lanark County approval authority, along with the necessary supporting documentation for consideration and approval.
  - h. Assist the Town in negotiations with the County regarding modifications to the final Update OPA, and present modifications to Town Council for consideration.
3. The consultant will make every effort to present a draft OPA for Council’s consideration by November 2023.

### 1.3.3 Work Plan: Phase 3 Zoning By-law Update

As noted in the scope of work for Phase 3, much of the content of the Zoning By-law Update will be determined by the update to the Official Plan. It is critical that the Zoning By-law implement the policies of the Official Plan. It is understood that much of the research conducted in Phases 1 and 2 will benefit Phase 3, although there may be a need for further research on specific zoning by-law matters. The Zoning By-law work plan will consist of the following steps:

1. Consolidate the current Zoning By-law and Schedule with all the zoning by-law amendments that have occurred since the last consolidation.
2. Identify all elements of the Official Plan which require attention in the Zoning By-law and ensure that the By-law reflects the intent of the relevant Official Plan policy changes. This step will ensure that the Town’s Zoning By-law reflects and otherwise implements the changes to the Official Plan. The opportunity will be taken to ensure that all policy direction from the OP to the Zoning By-law are accurately captured and the intent of the OP policy is reflected.
3. Identify specific changes to the zoning by-law brought about by the various changes by the Minister of Municipal Affairs to the Planning Act over the past five (5) years. This will be specific to changes in legislation related to such matters as “Additional Residential Units”, elimination of R1 zoning etc..
4. Draft recommended amendment to update the Zoning By-law with the identified changes. This would be represented in a ZBA Update document which would then be provided to the public through the typical public consultation and public meeting processes.



5. Draft an up-to-date zoning schedule. This would be a new schedule, reflecting all previous amendments and the update amendment. This mapping would be designed to be GIS ready and integrate into the Town's corporate GIS system.
6. Provide direction and professional planning services to ensure the proposed Zoning By-law Update addresses the requirements of the Planning Act for public consultation, agency review, and approval by Town Council.

The consultant will make every effort to present a draft ZBA for Council's consideration by April 2024.

#### 1.3.4 Consultation Strategy

This Proposal has been designed to give members of the public an opportunity to provide comments on elements of the Official Plan that require review and updating. The public will have an opportunity to provide comments throughout the project. There are however certain times throughout the project where the public will be requested to provide comments within a specific timeline to ensure the comments are considered by the consultant when preparing various reports (i.e., Issues and Options Report).

The following consultation elements are presented as minimums being recommended and can be supplemented should staff and/or Council so desire.

1. Interview the Town and Lanark County Planners for their insight into specific areas of the Town Official Plan that require updating. This work would also confirm the prescribed agencies to be consulted and coordinate this consultation with Lanark County.
2. Initiate agency engagement with a letter of project commencement and request for involvement in the Official Plan Review process.
3. Conduct formal interviews with Town Staff and Council to determine if the existing Basis and Objectives of the Official Plan are still relevant. Also determine if there are any specific areas of the Official Plan that either Staff or Council believe require updating.
4. Work with Town Staff to create an "Official Plan and Zoning By-law Review & Update" portal to be accessed through the Town's existing website. This portal will contain information on the nature of the project, ways to get involved, and supporting information.
5. Hold a Special Meeting/Open House inviting the public to comment on elements of the current Official Plan that they believe requires updating. This would include a presentation to the public explaining the project and providing them with a timeline to submit comments. Working with staff, efforts should be made to extend invitations to active community groups to engage in the Official Plan Review.
6. Provide the public with 30 days, from the date of the Special Meeting, to provide written comments to the Town. Comments received within this timeline would be incorporated into the Issues and Options Report.
7. Provide a "Redline Revision" version of the Official Plan with the recommended changes clearly identifiable. This will provide staff, Council, agencies, and the public with a clear understanding of the proposed changes they are being asked to comment on.
8. Following the review of the "Redlines Revision" document, a report will be prepared by the consultant summarizing all recommended changes based on comments provided prior to Council's consideration of the final Official Plan Amendment.
9. In addition, there will be the statutory Open House and Public Meeting to be held prior to Council's adoption of the Official Plan Amendment.
10. The update of the Zoning By-law is proposed to follow the public consultation requirements set out in the Planning Act. There would be one open house and one public meeting prior to Council approval of the Update Zoning By-law Amendment. It is assumed that most of the changes to the Zoning By-law will be due to changes to the Official Plan where there has been public consultation.

#### 1.4 Project Schedule

A schedule has been prepared for this project and is outlined in Appendix 3, Client Form Appendix B. It is anticipated that if the project starts in April 2023, the Consultant will be able to deliver an updated Official Plan and Zoning By-law by April 2024.



## 1.5 Methodology

### 1.5.1 Approach to Ensure Project Delivery on Time & on Budget

The Jp2g Project Manager will use the Project Schedule outlined in Appendix 3, Client Form Appendix B, to help ensure the project is delivered on-time and on-budget. The schedule demonstrates a commitment to conduct all aspects of the project, meet with the Client's Project Team, conduct necessary analysis, and deliver the "Town of Perth Official Plan and Zoning By-law Review and Update" by April 2024.

### 1.5.2 Time Management

The undertaking of key municipal strategic activities such as an "Official Plan and Zoning By-law Review and Update" should involve participation from most of the senior municipal staff. Buy in to the Project Schedule from all parties is critical. We would recommend that at the kickoff meeting, all key parties agree on the timeline for comments and meeting dates and agree that these timelines will be respected. If no comments are received or a representative cannot make a meeting date, then a back-up representative will attend. In our experience a full commitment by all will result in all parties respecting schedule. The Jp2g Project Manager will use the Project Schedule outlined in Appendix 3, Client Form Appendix B to monitor the efforts of the project.

### 1.5.3 Approach to COVID-19

Jp2g was able to operate at full capacity during the COVID-19 pandemic. We anticipate that this project will not be subjected to pandemic limitations and that meetings with staff, council, and the public will be conducted in an open public forum. We do have the ability to adjust the project proposal to accommodate COVID-19 limitations should they be required, or if a hybrid approach is appropriate.

## 1.6 Quality Assurance

### 1.6.1 Commitment to Quality

Jp2g Consultants Inc. is proud to have achieved ISO 9001:2015 certification. Since Jp2g's founding in 2000, we have always focused on providing personalized service and maintaining client satisfaction. ISO 9001:2015 certification is evidence of Jp2g's continued commitment to customer satisfaction, standardized processes, and continual improvement. To achieve these objectives, Jp2g has implemented and will continually improve our Quality Management System (QMS). Through our QMS, Jp2g sets and achieves quality standards that enable the provision of high-quality products and services to clients on time, to the applicable requirements, and within budget. A copy of Jp2g's ISO 9001:2015 certificate is available upon request.

## 2 Experience and Qualifications (40%)

### 2.1 Corporate Profile

Jp2g Consultants Inc. is an employee owned, multi-discipline consulting firm providing civil, mechanical, electrical, and structural engineering; land use planning; environmental services; and project management. Jp2g was formed in September 2000 through the merger of Greer Galloway Group Inc.'s Pembroke (established 1971) and Ottawa (established 1996) offices with Janota Patrick & Associates Ltd. (established 1986) in Pembroke. Jp2g has offices in Pembroke, Ottawa, and Arnprior, currently employing more than 89 staff members (30+ professionals; 59+ technical and support staff). As a locally owned company, we care about doing work that enhances our communities.

We work with municipalities, school boards, hospitals, First Nations, and postsecondary institutions throughout Eastern Ontario. We fully appreciate the history and sensitivities of local communities as well as the financial challenges faced by many of our rural/small town clients within Eastern Ontario. A copy of our corporate brochure can be found in Appendix 1.





## 2.2 Examples of Relevant Project Experience

Jp2g has completed projects of similar scope and size to the Town of Perth Official Plan and Zoning By-law Review and Update. Our team has extensive municipal experience throughout Eastern Ontario in the preparation and update of Official Plans and Zoning By-laws.

The following projects have been selected to demonstrate the Jp2g Team's ability and experience in completing projects of similar type and complexity to the Town of Perth Official Plan and Zoning By-law Review and Update.

### 2.2.1 Example 1: Township of Montague – Official Plan Review & Update

**Description:** The Township of Montague retained Jp2g Consultants Inc. to undertake a review and update of their 2011 Official Plan. The scope of work involved Official Plan review for compliance with the 2020 PPS and Lanark County SCOP. The project included agency consultation and outreach, public consultation, holding of the special meeting of Council to receive input from the public, preparation of an Issues and Options Report, and the draft of the OPA to update the Official Plan. The exercise also involved the preparation of Natural Heritage Systems Mapping and the creation of new Official Plan Schedules in a GIS ready format. Timeline: 2020 – current (project ongoing).

**Relevance:** Although Montague is a smaller, rural municipality, the Official Plan review components related to 2020 PPS and Lanark County SCOP conformity are very similar to Town of Perth scope of work. The community engagement and agency consultation will be very similar to the scope of work associated with this proposal. The similarities between the Township of Montague work and the review and update of the Town of Perth Official Plan and Zoning By-law include scope of work, agency and public consultation, and ensuring conformity to the PPS and the Lanark County Sustainable Communities Official Plan.

**Reference:** Allison Vereyken, Clerk/Administrator/Acting Treasurer  
Township of Montague  
6547 Roger Steven Dr, Smith Falls, ON, K7A 4W6  
Direct Line 613-283-7478,  
Email: [clerkadministrator@township.montague.on.ca](mailto:clerkadministrator@township.montague.on.ca)

### 2.2.2 Example 2: Deep River New Official Plan 2017 & New Zoning By-law 2018

**Description:** Jp2g Consultants Inc. was retained by the Town of Deep River to complete a new Official Plan in May 2017 and subsequently retained to complete their new Zoning By-law in 2018. The Official Plan established an overall pattern that developed within the Town for a 20-year planning period. It set out policies and guidelines to direct future development and redevelopment in a logical and orderly manner, and to protect existing development from the intrusion of incompatible land uses. The Official Plan also implemented the community vision for achieving long-term prosperity, environmental health, and social wellbeing, unique to the community. Jp2g worked closely with an Official Plan Review Steering Committee, comprised of representatives from Council and the public, to implement a work plan involving extensive public consultation. The Deep River Official Plan is very much a community-based Official Plan with goals, objectives, and policies designed to implement the community's vision for the municipality. Timeline 2017. The new Zoning By-law for Deep River was crafted to implement the policies of the Official Plan and reflect best practices for zoning in a small town, particularly related to infill and intensification proposals. Timeline 2018.

**Relevance:** The Deep River Official Plan and Zoning By-law are relevant to the Town of Perth Official Plan and Zoning By-law Review and Update in terms of Deep River being a regional urban service centre, like the Town of Perth, with development on full municipal services. The Deep River OP was required to comply with the Renfrew County Official Plan, the same as the Town of Perth OP to the Lanark County SCOP. The zoning by-law work is very similar to the Town of Perth in that it is a small town on full municipal services that functions as a regional service centre. It is anticipated that the zoning issues encountered in Deep River will be very similar to those in the Town of Perth. Both the Official Plan and Zoning Bylaw were updated to ensure consistency with the Provincial Policy Statement and other matters of provincial interest such as secondary dwelling units, natural



heritage policies, growth and settlement, infill, and intensification. Like the Town of Perth, Deep River has experienced limited growth over the past decade but has experienced a surge in growth over the past five (5) years.

Reference: Sean Patterson, CAO  
Town of Deep River  
100 Deep River Road, Deep River, ON, K0J 1P0  
Direct Line 613-584-2000 x 108  
Email [spatterson@deeperiver.ca](mailto:spatterson@deeperiver.ca)

### 2.2.3 Example 3: Lanark Highland Official Plan Review & Update 2020

The Township of Lanark Highlands retained Jp2g Consultants Inc. to undertake a review and update of their 2012 Official Plan. The scope of work involved an Official Plan review for compliance with the 2020 PPS and Lanark County SCOP. The project included agency consultation and outreach, public consultation, holding of the special meeting of Council to receive input from the public, preparation of an Issues and Options Report, and the draft of the OPA to update the Official Plan. The exercise also involves the preparation of Natural Heritage Systems Mapping and the creation of new Official Plan Schedules in a GIS ready format. Timeline: 2020 – current (project ongoing).

Relevance: Lanark Highlands is relevant to the Town of Perth in that the two communities share a boarder and are facing similar demographic shifts and growth. They are also similar in that the Official Plan review components related to 2020 PPS and Lanark County SCOP conformity are comparable to the Town of Perth scope of work. The community engagement and agency consultation are also very similar to the scope of work associated with this proposal. The similarities between the Lanark Highland work and the review and update of Town of Perth Official Plan include scope of work, agency and public consultation, and ensuring conformity to the PPS and the Lanark County Sustainable Communities Official Plan.

Reference: Amanda Noël, Dipl. M.M., Clerk  
Township of Lanark Highlands  
75 George Street/ P.O. Box 340, Lanark, ON K0G 1K0  
Direct Line 613-259-2398 Ext-231  
Email [lhclerk@lanarkhighlands.ca](mailto:lhclerk@lanarkhighlands.ca)

## 2.3 Project Team

Jp2g Consultants will provide the Town of Perth with a competent, capable, and experienced team to complete the Official Plan and Zoning By-law Review and Update. Jp2g offers high quality, cost effective, and responsive service from our fully staffed offices in Pembroke, Ottawa, and Arnprior. The Jp2g Project Team identified below have successfully completed similar projects either as a key member of municipal staff, or through consulting services to the municipalities. We believe that our experience and local knowledge, combined with a project team practiced in Planning, is an important advantage in being able to complete the assignment successfully and expeditiously.

The Jp2g Project Team that has been assembled for this assignment is fully qualified, available, and committed to completing the assignment within the identified schedule. In the following section we provide a brief overview of the experience of the key personnel that will form the Project Team. In addition to those listed below, we have a full complement of technical staff who will help, when necessary, on this assignment. Detailed CVs for key personnel are included in Appendix 2.

### 2.3.1 Project Manager – Senior Planner - Forbes Symon, B.Sc., MCIP, RPP

Jp2g's project management approach is to appoint a single, senior, staff member to be the main liaison with the Town for the duration of the contract. The Jp2g designated 'one window' point of contact is Forbes Symon, B.Sc., MCIP, RPP, Senior Planner. As Project Manager, Forbes will bring his unique expertise gained through 34 years



employed by small town/rural municipalities as a Land Use Planner and senior staff member responsible for the management of growth and community development. His project management experience also includes working with interdisciplinary teams of planners, engineers, and project specialists. Forbes has worked as a land use planner throughout Eastern Ontario for the past 23 years.

Forbes will be responsible for the management of the project team. He will be the main client contact responsible for the on-time and on-budget delivery of the project. Forbes will oversee the delivery of comprehensive, reliable, and effective service in a responsive, orderly, and surprise-free manner. Forbes is a senior member of our firm and has a vested interest in ensuring the successful completion of this project to the Town of Perth's satisfaction, in the hopes of building on our existing business relationship and potential for future procurement opportunities.

### 2.3.2 Junior Planner – Kathryn Curry, BES, MCIP Candidate, RPP Candidate

Kathryn has been a Junior Planner with Jp2g for 2 years, providing quality planning services under the supervision of senior staff. Kathryn is skilled in the planning process, development trends, and presentation of analytical data. She has experience in community improvement plans, secondary plan development and is currently working on an update to the Deep River Official Plan related to Bills 109 and 23. Kathryn will assist with all aspects of the project, including but not limited to research, graphics, and reports. Kathryn is a candidate RPP.

### 2.3.3 Planning Technician/GIS Specialist – Paul Lavoie

Paul is a GIS professional with 2 years of experience working with professional service firms. Paul has a background in land use planning and GIS. He is skilled in data analysis and management, including statistical and geospatial analysis of large datasets. He is proficient in the use of ArcGIS Pro, ArcMap, QGIS, and statistical software (Excel, SPSS, R, etc.) to examine trends and perform spatial analysis. Paul has experience in Official Plan Reviews and Updates, primarily focused on providing up-to-date GIS compatible land use schedules.

### 2.3.4 Biologist/Planner – Bryana Kenny

Bryana is a Biologist/Planner with 7 years of public and private sector experience in planning and environmental projects. Bryana has experience in Species at Risk (SAR) surveys, habitat mapping, wetland evaluations and wetland boundary delineation according to the Ontario Wetland Evaluation System (OWES), natural heritage systems mapping, environmental water quality monitoring, preparing maps using Geographic Information Systems (GIS), and report writing. Bryana will be the key staff member involved in the preparation of the Natural Heritage System Plan and policy.

### 2.3.5 Project Coordinator – Kristie Bromley

Kristie Bromley has 7 years of experience in the Architectural / Engineering industry as an administrative assistant and project coordinator. Utilizing her strong coordination and time management abilities, she is skilled in organizing numerous projects simultaneously. Kristie possesses a thorough understanding of the construction process and is proficient at monitoring project progress, milestones, and budgets. She has exceptional interpersonal skills, and understands how to work effectively and productively with a variety of personality types. Kristie will coordinate project activities, resources, equipment, and information. She will assist in preparing project proposals, timeframes, schedules, and budgets. Additionally, she will receive and track documents and project progress.

## 3 Professional Fees (25%)

The total upset limit price including all planning fees, disbursements, and taxes is included in Appendix I and further detailed on the LOE worksheet which are both included within the Financial Proposal Envelope. Should the Town wish additional public consultation or extra work beyond that identified in the proposal, the consultant will be happy to consider the additional work at the rates identified in Appendix I, on a time and material basis.



## 4 Expectations of Town Staff and Information to be Provided by the Town of Perth

This proposal does not anticipate any staff time to complete this assignment other than the timely review and comment on submissions and administrative assistance with notices and meetings. This scope of work should not exceed 20 hours of staff time.

This proposal includes the assumption that the Client will provide:

1. Hard copies and/or digital copies of all Official Plan Amendments, Zoning Amendments, and Minor Variances, since 2012 (Official Plan adoption date).
2. Identification of key staff to be part of the Project Team.
3. Responses/feedback back to the Project Manager in a timely manner to meet identified timelines.
4. Digital GIS data/layers.
5. Digital (Word) copy of existing Official Plan.
6. Digital copy of existing Official Plan Land Use Schedules (in original format if possible).
7. Digital copy of all relevant strategic documents in use and operation by the Town (i.e., asset management plan, Lanark Transportation Master Plan, Development Charges Background Studies, Fire Master Plan, Recreation Master Plan, and Strategic Plan, along with others).

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End of proposal.



# Appendix 1

## Corporate Profile





South March Public School, Ottawa, ON



Tulip Bar and Wine Lounge - Ottawa International Airport, Ottawa, ON



Township of Laurentian Valley Public Works Facility, Pembroke, ON



Limestone Trail Subdivision, Petawawa, ON

## More than 50 years of consulting experience in Eastern Ontario

### Who We Are

Jp2g Consultants Inc. is an employee owned, multi-discipline consulting firm providing a comprehensive range of in-house expertise, including:

- Civil engineering
- Electrical engineering
- Mechanical engineering
- Structural engineering
- Planning
- Environmental
- Project management

Jp2g was formed in September 2000 through the merger of Greer Galloway Group Inc.'s Pembroke (established 1971) and Ottawa (established 1996) offices with Janota Patrick & Associates Ltd. (established 1986) in Pembroke. Jp2g employs 89 staff members (30 professionals; 59 technical and support staff) from offices in Pembroke, Ottawa, and Arnprior.

### What We Do

Jp2g offers a complete suite of in-house services for all phases of a typical project including planning, design development, contract documents, tender phase services, construction/contract administration, and project close out.

We work with municipalities, private developers, school boards, hospitals, First Nations, federal organizations, and post-secondary institutions throughout Eastern Ontario. As a locally owned company, we fully appreciate the history and sensitivities of local communities as well as the financial challenges faced by many of our rural clients within Eastern Ontario.

### What We Care About

Jp2g is committed to providing personalized service, maintaining client satisfaction, encouraging employee growth, and enhancing the communities we live in.

We focus on building strong, long-lasting relationships with our clients. Our team appreciates the importance of steady, ongoing communication throughout all phases of a project. We understand the value of continuity of personnel for our clients, and we are proud of our low staff turn-over.

### Why Us?

#### Local Presence

Jp2g employs 89 staff members from offices in Pembroke, Ottawa, and Arnprior. We have an active presence in communities in Eastern Ontario and the Near North, and our projects benefit from the local contacts that we readily provide.

#### Long-Term Vision

We care about developing long-lasting relationships with our clients based on honesty, trust, and dependability. We have over 50 years of consulting experience and Jp2g is committed to a long-term vision for the region. Our clients know they can count on us.

#### Caring for our Communities

As a locally owned company, we care about doing work that enhances our communities. We are passionate about giving back, and over the years we've developed strong ties to the communities where we live and work through corporate sponsorships and staff involvement in local volunteer activities.

## How We Help

### Civil / Municipal Engineering

- Road design
- Parking lot layout and design
- Sanitary and storm sewer design
- Sewage and water treatment plants and pumping stations
- Water supply and distribution
- Subdivision servicing and design
- Infrastructure studies
- Concrete rehabilitation and restoration
- Site grading and drainage
- Stormwater management
- Topographical surveying
- Trenchless technologies

### Planning and Land Development

- Land use planning and development
- Site plan development, approvals, and review
- Official plans and zoning by-laws
- Capital planning and infrastructure studies
- Asset management studies
- Feasibility studies
- Policy planning
- Municipal advisory services
- Subdivisions
- Severance applications
- Presentations to council, public consultation / participation
- Representation at Ontario Municipal Board (OMB) hearings
- Geographic Information Systems (GIS)
- Urban planning
- Water resources / watersheds

### Environmental Services

- Environmental Assessments (EA)
- Environmental Site Assessments (ESA)
- Water supply evaluations
- Groundwater and surface water monitoring
- Landfill site design and management
- Waste transfer site design
- Landfill site closure planning
- Wood waste management
- Nutrient management
- Aggregate pit approvals

### Electrical Engineering

- Normal and emergency power
- Lighting
- Fire detection and alarm
- Communications
- Grounding / lightning protection
- Alternative energy systems

### Mechanical Engineering

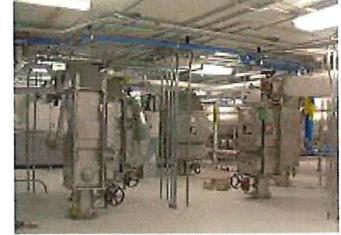
- Heating, Ventilation and Air Conditioning (HVAC)
- Building infrastructure (heating and cooling plants)
- Distributed heating and cooling systems
- Plumbing
- Fuel systems
- Fire protection and life safety systems
- Energy conservation programs
- Feasibility studies and engineering reports
- Sustainable and LEED designs
- Building Automation Systems (BAS)
- Direct Digital Controls (DDC)

### Structural Engineering

- Base building
  - Concrete
  - Foundation
  - Masonry
  - Timber
  - Retaining walls
  - Seismic analysis
  - Structural steel
- Non-standard structural services
  - Seismic restraint
  - Metal studs
  - Temporary support

### Project Management

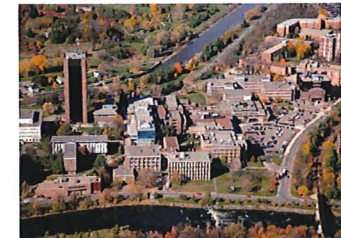
- Engineers of Record
- Planners of Record



UofO Roger Guindon Hall - Biology Lab Renovation, Ottawa, ON



Petawawa Centennial Family Health Centre, Petawawa, ON



Carleton University - Various Projects, Ottawa, ON



Cyr Distribution Centre, Ottawa, ON



Black Bay Culvert, Petawawa, ON

## Contact Us

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E Arnprior@jp2g.com



# Appendix 2

## Resumes of Key Personnel





# FORBES SYMON

RPP, MCIP

Project Manager - Senior Planner

## Experience

35 years (2 years with Jp2g)

January 2020 – Present: Jp2g Consultants Inc., Senior Planner

September 2017 – October 2019: Town of Perth, Director of Development & Protective

March 2017 – September 2017: Township of South Frontenac, Manager of Development

February 2008 – October 2016: Municipality of North Grenville, Director of Planning & Development

July 1999 – January 2008: Town of Mississippi Mills, Planner

June 1988 – June 1999: Bruce County, Planner - Planning and Economic Development

October 1987 – May 1988: County of Peterborough, Planning Technician

## Languages

English

## Education

Bachelor of Science (Honours), Geography, Trent University, Peterborough, Ontario, 1985

## Associations

Canadian Institute of Planners (CIP)

Ontario Professional Planners Institute (OPPI)

Association of Municipal Clerks and Treasurers

## Certificates

Crisis Communication - Stanton & Associates (2006)

Basic Emergency Management Instructor – Ontario Association of Emergency Management (2006)

Alternative Dispute Resolution – OPPI (2002)

## Awards/Recognition

Economic Developers Council of Ontario (EDCO), Collaboration and Partnership Awards - Strategic Plans & Initiatives category (2014)

## Professional Profile

Forbes is a Registered Professional Planner with 35 years' experience providing planning services to municipalities throughout Ontario. He has expertise in community land use planning, resource management, public consultation, economic development, heritage resource management, project management, development charges, and long-term financial planning. Forbes' past initiatives include serving as Project Manager for the award-winning Kemptville College Renewal initiative, Project Lead for ground-breaking North Grenville Development Review Team, and Facilitator of the first Kemptville Live Music Festival.

## Role and Responsibilities

As a Project Manager and Senior Planner, Forbes is responsible for the research, preparation, and amendment of planning documents, reports, and special planning studies for Jp2g's public and private sector clients. He prepares planning documents such as Planning Justification Reports and both Official Plan and Zoning By-law Amendments, as well as manages complex development applications. Forbes is skilled in reviewing and processing applications for official plan amendment, rezoning, site plan approval, and plans of subdivision or condominium. He is adept at acting as a liaison between clients and approval authorities, as well as liaising with stakeholders to ensure completed work meets Jp2g's quality standards and client expectations.

## Relevant Project Experience

Forbes has a wide range of professional experience preparing a variety of planning studies and reports for municipalities throughout Ontario. In doing so, he has collaborated with diverse municipal personnel including Planning, Economic Development, Building Services, By-law Enforcement, Emergency Management, and Fire, Health & Safety Services. The following summary examples are representative of the wide assortment of Forbes' planning expertise.

# FORBES SYMON

RPP, MCIP – Project Manager - Senior Planner



## PLANNING DEVELOPMENT PROCESSES

### Official Plan Review & Update – Township of Montague, Montague, Ontario, 2020(ongoing)

The Township of Montague retained Jp2g Consultants Inc to undertake a review and update of their Official Plan. The assignment involved an extensive review of the existing Official Plan (2011), resulting in the need to explore opportunities for the growth and development of several privately serviced hamlets. The project also involved the preparation of the first “natural heritage system” schedule within Lanark County, recognizing the extensive natural environmental assets of the community. Forbes was the Project Manager and Senior Planner for this project. As Project Manager, he was responsible for the management of the project team. He was the main client contact responsible for the on-time and on-budget delivery of the project. Forbes oversaw the delivery of comprehensive, reliable, and effective service in a responsive, orderly, and surprise-free manner. He was able to work with staff and Council to set a path forward for a more sustainable, hamlet-based growth plan, including the introduction of communal services as a preferred servicing model for the future development of the settlement areas. He worked closely with staff and Council to ensure public engagement during the challenging time of the COVID 19 Pandemic. The public engagement strategy had to be modified to include virtual YouTube meetings, direct mail campaign, and the use of the Township’s website to disseminate information in a timely manner to public.

### North Grenville Development Review Team, Kemptville, Ontario, 2006-2016\*

While Director of Development for the Municipality of North Grenville Forbes established the Development Review Team (DRT) in response to growing concerns within the development industry of the slow, confusing, and complex development approval process. The DRT model eliminates the potential for conflicting and overlapping advice, and results in comprehensive, timely planning and engineering recommendations – and ultimately, quicker and better decisions by Council. The focus on providing enhanced Client Services leads to a positive, progressive development processes that supports community economic development goals. Focusing on client service rather than ‘regulation’ gives North Grenville a competitive advantage over other communities in the Ottawa Region.

### South Frontenac Subdivision Process Review, Glenburnie, Ontario, 2017\*

The Township of South Frontenac and Frontenac County had significant jurisdictional and process related problems associated with new plans of subdivisions and condominium, resulting in significant delays. While Director of Planning & Development with South Frontenac Forbes, in conjunction with senior staff from Frontenac County, was able to establish a modern development processes which were supported by both levels of government and the development industry. The changes went beyond streamlining the approval process and worked to establish new relationships between the upper and lower tier as well as with the development industry.

## PLANNING STUDIES & REPORTS

- Town of Perth Urban Expansion/Growth Strategy (2019)\*
- Town of Perth Development Charges Background Study (2019)\*
- Kemptville College Renewal Business Feasibility Assessment (2016)\*
- North Grenville Development Charges Background Study (2009 & 2014)\*
- North Grenville Long Term Financial Plan (2014)\*
- Burritts Rapids Heritage Conservation District Study (2013)\*
- North Grenville Noise By-law (2013)\*
- North Grenville Industrial Investment Strategy (2013)\*
- North Grenville Strategic Plan (2013)\*
- North Grenville Tourism Development Strategy (2012)\*
- North Grenville Zoning By-law (2011)\*
- North Grenville BR&E Strategy (2010)\*
- Kemptville Downtown Parking Strategy (2010)\*
- North Grenville Official Plan (2009)\*

*\*Indicates project experience gained prior to Jp2g.*

# FORBES SYMON

RPP, MCIP – Project Manager - Senior Planner



- Mississippi Mills Official Plan (2006)\*
- Almonte Downtown Parking Strategy (2006)\*
- Establishment of Group Homes in Mississippi Mills (2002)\*
- Mississippi Mills Zoning By-law (2001)\*
- Four Bruce County Economic Development Projects (1996 - 1999)\*
- Three Bruce County Local Municipal Official Plans (1992-1998)\*
- Three Bruce County Local Municipal Zoning By-laws (1993-1999)\*

*\*Indicates project experience gained prior to Jp2g.*



# ANTHONY HOMMIK

MCIP, RPP  
Senior Planner

## Experience

11 years

2022 – Present: Jp2g Consultants Inc., Senior Planner

2017 – 2022: Concert Properties, Senior Development Manager

2013 – 2017: City of Toronto, Planner/Assistant Planner

2012 – 2013: City of Toronto, Facilities Planning Specialist

## Languages

English

## Education

Master of Urban and Regional Planning,  
Queen's University, 2012

Bachelor of Arts in Geography (Honours),  
Queens University, 2010

## Associations

Canadian Institute of Planners - Member

Ontario Professional Planners Institute -  
Registered Professional Planner

## Professional Profile

Anthony is a Professional Planner and Project Manager with 11 years of experience in both the public and private sectors. His professional experience includes serving as a Senior Development Manager with Concert Properties in Toronto, where he was responsible for all municipal planning approvals including zoning by-law amendments, site plan control, consent, minor variance, and condominium applications. Prior to that, Anthony was a Planner with the City of Toronto where he evaluated and processed all types of planning applications. He has experience providing expert planning opinion evidence at the Ontario Municipal Board (now Ontario Land Tribunal). Anthony is skilled in effective communication and negotiation involving elected officials, community members, developers, consultants, and government agencies.

## Role and Responsibilities

As Senior Planner, Anthony is responsible for the research, preparation, and submission of planning documents, reports, and special studies for Jp2g's public and private sector clients. He prepares materials such as Planning Justification Reports and oversees a full range of planning applications from Official Plan Amendments to Minor Variance applications. He is also responsible for the management of complex development applications.

## Relevant Project Experience

### MUNICIPAL PLANNING

South Algonquin Official Plan Review & Update, Township of South Algonquin, Whitney, Ontario, 2022 (ongoing)

Working alongside another Jp2g Senior Planner, Anthony is responsible for reviewing and updating the Township's Official Plan. He is assessing the Official Plan for conformity with the Provincial Policy Statement, 2020 as well as reflecting local planning matters.

# ANTHONY HOMMIK

MCIP, RPP – Senior Planner



## Sustainable Communities Official Plan Update Options Assessment, County of Lanark, Perth, Ontario, 2022

Jp2g was retained to provide professional planning services related to an assessment of options for the review and update of the Sustainable Communities Official Plan (SCOP) for the County of Lanark. Anthony authored the report to Lanark County council on Official Plan review options.

## South Algonquin Planning Services, Township of South Algonquin, Whitney, Ontario, 2021 (ongoing)

Jp2g was awarded a Standing Offer Agreement (SOA) with the Corporation of the Township of South Algonquin for professional planning services. Under this SOA, Jp2g may be retained to provide a range of planning services in support of the Municipality's efforts to address day-to-day and long-term operational requirements. Typical assignments include advisory planning and development related services. As Senior Planner, Anthony reviews and provides reports to council and the Committee of Adjustment on zoning by-law amendment, consent and minor variance applications. He also advises on other planning-related inquiries.

## Hastings Street Trunk Sewer Extension Preliminary Design and Water Distribution System Assessment, Town of Bancroft, Bancroft, Ontario, 2022

Jp2g was retained as a sub-consultant to the Greer Galloway Group as part of an assessment of potential sewer and water upgrades in the Town, including the possibility of extending 'full municipal services' to the northern Town Boundary. As Senior Planner, Anthony was responsible for developing a population/growth forecast to support the study.

## Extension of Enbridge Natural Gas Facilities, Township of North Altona Wilberforce, Eganville, Ontario, 2022

The Township of North Altona Wilberforce retained Jp2g for professional planning advice on the proposed expansion of Enbridge natural gas facilities through a portion of the township. Anthony prepared a report to Council assessing the potential benefits and issues associated with entering into an agreement to provide gas service to the Township.

## CANADIAN NUCLEAR LABORATORIES

### Concrete Plant Site Plan, Chandos Bird Sullivan (CBS), Chalk River, Ontario, 2022 (ongoing)

A concrete plant is being constructed in Chalk River, in support of construction works at Canadian Nuclear Laboratories (CNL) Chalk River campus. As Senior Planner, Anthony is providing Planning input on the site plan layout.

## LAND DEVELOPMENT

### King's Landing, Private Client, Barry's Bay, Ontario, 2020 (ongoing)

Jp2g is providing professional services for a subdivision application in the Township of Madawaska Valley. The draft plan of subdivision currently contemplates approximately 78 units on a 7.5-hectare (18.5 acre) waterfront property on Kamaniskeg Lake. Work includes a Planning Justification Report, a preliminary engineering analysis, an archeological assessment, and an environmental impact study. Anthony is the Project Manager on this project, and he was also responsible for attendance and a presentation at the public meeting.

### River Road Subdivision, River Road Estates, McNab-Braeside, Ontario, 2022 (ongoing)

Anthony is the Project Manager for this rural residential subdivision and associated Official Plan Amendment. He presented at the public meeting for the Official Plan Amendment. The 9.7 hectares (23.9 acre) subdivision will contain approximately 22 residential lots and is located on River Road, just outside the Town of Arnprior.

### Consents, Yantha Road Private Client, Horton Township, Ontario, 2022 (ongoing)

Jp2g is providing professional planning and environmental services related to an application for consent to sever three residential lots in Horton Township. Anthony is the Project Manager for this rural consent application project.



# PAUL LAVOIE

B.A. (Hons.)

Planning Technician | GIS Specialist

## Experience

6 years (3 years with Jp2g)

2019 – Present: Jp2g Consultants Inc., Planning Technician | GIS Specialist

2016 – 2019: Carleton University, Research Assistant to Dr. John Clarke

2018: Natural Resources Canada, Practicum Student at Canada Centre for Mapping and Earth Observation

## Languages

English and French (Intermediate)

## Education

B.A (Hons.), Geomatics (Major), Urban Studies (Minor), Carleton University, 2019

## Security

Secret (Level II)

## Professional Profile

Paul Lavoie is a Planning Technician and GIS Specialist with experience in data analysis and management, as well as urban planning strategies. He is skilled in curating geo-spatial databases for projects including the collection, entry, and statistical and geospatial analysis of large datasets. Paul is proficient in the use of ArcGIS Pro, ArcMap, QGIS, as well as AutoCAD, and statistical software (Excel, SPSS, etc.).

In his current role with Jp2g, Paul is expanding his skillset to include urban and rural land use planning, municipal development review, policy development, development charges, stakeholder consultation and population growth and land needs modeling. On top of this, Paul's GIS, and AutoCAD skills allow him to be versatile in his role, working on a wide range of projects.

## Role and Responsibilities

As Planning Technician and GIS Specialist, Paul coordinates a variety of land development applications including site plan applications, plans of subdivision, minor variances and consents, rezoning, and official plan amendments. Paul researches and compiles information on a variety of planning issues from multiple sources, and prepares planning reports including highest and best use, acquisition due diligence, and planning justification. Paul assists with the review and preparation of applications for official plan amendment, rezoning, site plan approval, and plans of subdivision or condominium. Paul is also responsible for the creation detailed site plans, concept plans and sketches using a combination of GIS and AutoCAD.

As GIS Specialist, Paul has worked extensively with geospatial data across a variety of projects. Examples include asset management, data transformation and validation, etc. Paul is responsible for creating, maintaining, and updating all GIS databases related to any Jp2g Consultants Inc. project.

# PAUL LAVOIE

B.A. (Hons.) – Planning Technician | GIS Specialist



## Software Experience

Paul has experience with the following software:

- Esri ArcGIS Pro
- Esri ArcMap
- QGIS
- AutoCAD (Civil 3D, Map)
- Office
- PCI Geomatica
- 'R'
- Microsoft

## Relevant Project Experience

### LAND USE PLANNING

#### Official Plan Review & Update – Township of Montague, Montague, Ontario, 2020 (ongoing)

The Township of Montague retained Jp2g Consultants Inc to undertake a review and update of their Official Plan. The scope of work involved Official Plan review for compliance with the 2020 PPS and Lanark County SCOP. The project included agency consultation and outreach, public consultation, holding of the special meeting of Council to receive input from the public, preparation of an Issues and Options Report, and the draft of the OPA to update the Official Plan. The exercise also involved the preparation of Natural Heritage Systems Mapping and the creation of new Official Plan Schedules in a GIS ready format. Paul assisted in all aspects of the Project that were mapped based.

#### Patricia Street Townhouse Rezoning and Site Plan Approvals, Private Client, Pembroke, Ontario, 2019

Jp2g was retained by a private client to provide professional planning and engineering services related to an Application for a Zoning By-law Amendment, an Application for Site Plan Approval and an Application to Lift Part-Lot Control, for the purposes of creating a 10-unit/lot townhouse development. Paul created concept plans and varying sketches for planning purposes, including providing all required preliminary data. He assisted with the preliminary analysis of varying sites using available and created data (i.e. DEM data to ensure suitable site access).

#### Rezoning & Site Plan Approvals for 621 Paul Martin Drive, Pembroke, Ontario, 2019

Jp2g was retained to provide professional planning and engineering services related to the rezoning of 29 acres of land for future industrial development. Jp2g prepared a zoning by-law amendment and site plan approvals. This application was supported by a concept plan for the future development of the site and a Planning Justification (Letter) Report. As Planning Technician, Paul helped prepare the detailed site plan including review of available servicing information to determine how to extend services to the property.

#### Recreational/Resort Cottage Development, Township of Whitewater Region, Ontario, 2020

Jp2g was retained to provide planning services in order to develop a detailed concept plan for a 'tiny home' development along the Ottawa River. The proposed development included approximately 300 recreational dwelling units (tiny homes) on small, medium and large sized lot areas and 120 trailer units in a high-density development concept. The development concept also included a wide range of recreational/resort amenities intended to make the development concept an attractive destination. A full constraint analysis of the concept plan is currently underway in order to showcase the feasibility of the project to developers. Paul used GIS and planning practices in the creation of the constraint analysis/concept plan.

#### Assembly Hall Rezoning and Concept Plan, Township of McNab/Braeside, Ontario, 2020

Jp2g was retained to provide planning services in order to assist with a pre-consultation and detailed concept plan for a single residential development with accessory assembly hall (Wedding Venue). Paul completed the detailed concept plan which assessed the feasibility of the project and supplied an approximate building envelope and overall scale for the development.

# PAUL LAVOIE

B.A. (Hons.) – Planning Technician | GIS Specialist



## Cottage Establishment Rezoning, Township of McNab/Braeside, Ontario, 2020

Jp2g was retained to provide planning services to develop a cottage establishment along the Madawaska River/Lake Madawaska. Jp2g prepared a detailed concept plan for the cottage establishment and is currently in the process of rezoning the 25.7-hectare (63.5 acre) parcel of land for tourism commercial use. As planning Technician, Paul completed the application and all required sketches, in conjunction with a Planning (letter) Report.

## CONCEPTS AND SITE DESIGN

### Rural Subdivision Design and Concept, Township of Horton, Ontario, 2021

Jp2g was retained to provide planning services to design a conceptual design for a rural subdivision located just outside of the town of Renfrew. As Planning Technician | GIS Specialist, Paul gathered all information relevant to the property, and proceeded to create a detailed subdivision concept plan.

### Commercial Subdivision Design and Concept, Township of McNab/Braeside, Ontario, 2021

Jp2g was retained to provide planning services to design a conceptual design for a commercial subdivision located just outside of the city of Arnprior, off Highway 17. As Planning Technician | GIS Specialist, Paul gathered all information relevant to the property, and prepared a detailed subdivision concept plan and draft plan.

### Mixed-Use (R3) Residential Subdivision Design and Concept, Township of Laurentian Valley – In Progress

Jp2g was retained to provide planning and civil engineering services for the conceptual design of a residential subdivision containing a mix of semi-detached units, townhouses, apartment buildings, and senior suites. As Planning Technician | GIS Specialist, Paul prepared a concept plan suitable for the required uses.





# BRYANA KENNY

B.Sc. (Hons)  
Junior Planner | Biologist

## Experience

8 years (all with Jp2g)

2014 - Present: Jp2g Consultants Inc., Junior Planner / Biologist

Summer 2013: Jp2g Consultants Inc., Summer Student

Summer 2012: Jp2g Consultants Inc., Summer Student

## Languages

English

## Education

Bachelor of Science Honours Specialization:  
Biology, Nipissing University, 2014

## Courses

Ontario Wetland Evaluation Training, 2015

## Professional Profile

Bryana is a Biologist / Planner with 7 years of public and private sector experience in environmental projects. Bryana has experience in Species at Risk (SAR) surveys, habitat mapping, wetland evaluations and wetland boundary delineation according to the Ontario Wetland Evaluation System (OWES), environmental water quality monitoring, preparing maps using Geographic Information Systems (GIS), and report writing.

## Role and Responsibilities

Bryana will be the key staff member involved in the preparation of the Natural Heritage System Plan and policy.

## Relevant Project Experience

### GEOGRAPHIC INFORMATION SYSTEMS (GIS) MAPPING

Ms. Kenny has prepared various maps using Geographic Information Systems (GIS) software for both municipal and private projects including:

- The City of Pembroke, Official Plan Review, 2015
  - Bryana was responsible for creating a Natural Heritage Map Schedule to the City of Pembroke Official Plan.
- The Town of Deep River Official Plan, 2016
  - Bryana was responsible for creating the Map Schedules to the Town of Deep River Official Plan.
- The County of Frontenac, Private Roads Study, 2016
  - Bryana was responsible for creating multiple maps to show all of the private roads in the County of Frontenac as well as any constraints that would limit the development potential on existing private roads.

# BRYANA KENNY

B.Sc. (Hons) – Junior Planner | Biologist



## PLANNING

### **Town of Deep River New Official Plan, Town of Deep River, Deep River, Ontario, 2017**

Jp2g Consultants Inc. was retained by the Town of Deep River to complete a New Official Plan. The Plan was based on a robust public consultation strategy, and extensive stakeholder engagement including Town staff, Council, and public agencies. This resulted in an innovative policy framework to manage the growth and development of Deep River to 2036. The Plan set out policies and guidelines to direct future development and redevelopment in a logical and orderly manner and to protect existing development from the intrusion of incompatible land uses. The New Official Plan also implemented the community vision for achieving long-term prosperity, environmental health and social wellbeing. Bryana was the Junior Planner on this Project.

### **Frontenac Private Roads Study, County of Frontenac, Ontario, 2015-2016**

Jp2g Consultants Inc. was retained by the County of Frontenac to undertake an assessment of the County's entire existing private lane network, totaling 981 private lanes. The assessment included recommending a planning framework that could be used to best manage these lanes, to promote lane improvements, and to provide planning policies for Township Official Plans to act as a guide for future development on private lanes. This was the first County-wide assessment of private roads (lanes) that has been prepared in order to address Provincial Policy Statement (2014) concerns about development on private roads. Bryana was the Junior Planner for this project.

### **Comprehensive Zoning By-law, Municipality of Tweed, Hastings County, Ontario, 2012**

Jp2g Consultants Inc. was retained by the Municipality of Tweed to prepare a new Zoning By-law. The Municipality of Tweed is an urban/rural mixed community with an established fully serviced urban centre. The Municipality previously had three (3) separate zoning and land use by-laws since their amalgamation in 1998; which included separate zoning by-law for the Village of Tweed, the Township of Hungerford, and the Townships of Elzevir and Grimsthorpe. Jp2g completed a single zoning by-law for the entire municipality, including finalizing the updated by-law, text, and maps. Jp2g's scope of work required to complete the zoning by-law included a review of the existing text and mapping, identification and review of issues with the Planning Advisory Committee and updating the text and mapping, and statutory public meeting and agency circulation for the proposed by-law prior to finalization. Bryana was the Junior Planner for this project.

## SPECIES AT RISK

### **Ahearn Avenue Sidewalk, City of Ottawa, Ottawa, ON, 2022 (ongoing)**

Jp2g was retained by the City of Ottawa to provide design and construction administration services for a new ±460m sidewalk along the south side of Ahearn Avenue from Scriven Street to Farrow Street. The new 2m wide sidewalk filled in a gap in the sidewalk network of the neighbourhood and included the addition of a controlled pedestrian crossover (PXO) in front of Dr. F.J. McDonald Catholic School. The design also included bulb outs and landing areas at intersections. New catch basins and leads were required to maintain existing drainage patterns along the edge of the road. Environmental and Species at Risk (SAR) specialists were required to ensure the project complied with provincial regulations. Due diligence was completed to meet excess soil regulations. Bryana conducted the species at risk review for this project.

# BRYANA KENNY

B.Sc. (Hons) – Junior Planner | Biologist



## SAR Report for Ogilvie Multi-Use Pathway, City of Ottawa, Ottawa, Ontario, 2018 (ongoing)

Jp2g was commissioned by the City of Ottawa as prime consultant to provide civil engineering services for the design and construction of a 1.9 km long multi-use pathway, to replace the existing sidewalk between Blair and Montreal Roads. Scope of work included civil engineering design, tender package, and contract administration services. As Technical Support, Bryana conducted the Species at Risk (SAR) report during the preliminary design phase.

## Environmental Impact Study for The Grove Long-term Care Home, Arnprior Regional Health, Arnprior, ON, 2017-2019

The Grove is a 60-bed nursing home providing long-term care to residents. In August 2017, the provincial government announced funding for 36 additional beds. Jp2g, in association with Muncaster Environmental Planning Inc., was retained to carry out a Species at Risk (SAR) assessment in support of the redevelopment. The SAR assessment was also prepared in response to a memorandum from the Ministry of Natural Resources and Forestry (MNRF) dated October 31, 2017. Bryana was the Junior Biologist responsible for field investigation, Species at Risk assessment, and development of mitigation measures.

## Pickerel Bay Lodge Species at Risk and Environmental Impact Assessment, Pickerel Bay Lodge Inc., White Lake, ON, 2017-2019

Jp2g was retained to carry out a Species at Risk (SAR) assessment in support of the application to expand the existing Pickerel Bay Lodge campground. The SAR assessment was in addition to the Environmental Impact Statement criteria as outlined in Section 8.4.6 of the Lanark Highlands Official Plan. Bryana was the Junior Biologist responsible for field investigation, Species at Risk assessment, and development of mitigation measures.

## Barn Swallow Mitigation Plan for Meadow Drive Bridge Rehabilitation, City of Ottawa, Ottawa, ON, 2015-2017

Jp2g was retained by the City of Ottawa to carry out an annual Barn Swallow monitoring and maintenance program over a three-year period. An existing barn swallow nest cup was removed for bridge construction. To compensate for loss of habitat, two nest cups were installed on another nearby structure. Bryana was the Junior Biologist responsible for field investigation, Species at Risk assessment, and development of mitigation measures. Activities included site visits during the breeding period, assessment of nest cup structures, maintenance (as required), and a summary of the assessment which was included in the annual reports.

## Environmental Impact Studies & Assessments for Waterfront Properties, Renfrew, Ontario

Bryana has prepared Environmental Impact Studies and Assessments including the necessary fieldwork. Her reports determined if site conditions were suitable for waterfront residential development on highly and moderately sensitive lakes in Renfrew County and also determined the appropriate mitigation measures. Locations included:

- Flegal: Environmental Impact Study to permit development on an existing lot of record on Lake Clear in the Township of Bonnechere Valley.
- Steinman: Environmental Impact Assessment to permit development on an existing lot of record on Trout Lake, Township of Madawaska Valley.
- Trader: Environmental Impact Study to support the creation of two (2) waterfront residential lots on Kaminisseg Lake in the Township of Madawaska Valley.
- Little Bark Bay Subdivision: Environmental Impact Study to support the creation of thirteen (13) waterfront residential lots on Bark Lake in the Township of Madawaska Valley. This report also provided details on breeding bird surveys, existence and extent of turtles (Blanding's turtle and Wood Turtle), bats, butternut trees and Eastern Whip-poor-will.



# KRISTIE BROMLEY

Document Controller | Project Coordinator

## Experience

14 years (4 years with Jp2g)

2018 – Present: Jp2g Consultants Inc.,  
Document Controller | Project Coordinator;  
Receptionist

2015 – 2018: J.L. Richards & Associates Limited,  
Administrative Assistant

2010 – 2015: Farm Boy, HR Assistant

2009 – 2010: Parkview Dental, Receptionist

2008: Atomic Energy of Canada Limited,  
Administrative Support

## Languages

English

## Education

Office Administration – Executive Diploma  
Program, Algonquin College, 2008

## Courses

First Aid Certification

Joint Health and Safety Committee Certification

## Professional Profile

Kristie Bromley has 14 years of experience providing administrative support, project coordination, and HR assistance for professional organizations. She has exceptional organization and multitasking skills and can adapt to various situations, setting priorities as needed. Kristie has excellent verbal and written communication and is skilled with MS Office.

Kristie works proficiently with multiple project managers on a variety of projects. She is skilled in information management for planning, design, and construction projects including coordinating and tracking project documentation. Kristie is also adept at project scheduling and monitoring project progress.

## Role and Responsibilities

Kristie will coordinate project activities, resources, equipment, and information. She will assist in preparing project proposals, timeframes, schedules, and budgets. Throughout the project, Kristie will receive, track, and monitor project documentation. She will input information for reports and assist with all aspects of project coordination.

## Relevant Project Experience

### URBAN ROAD CONSTRUCTION

Stewart Street (Highway 60) Reconstruction, Town of Renfrew, Renfrew, Ontario, 2018 (ongoing)

The Town of Renfrew retained Jp2g to provide professional engineering services to rehabilitate the road surface and concrete works (curb and sidewalk) as well as review the underground services (sanitary, storm, and watermain) to determine what components need to be rehabilitated and/or replaced. This project was split into two parts; Stewart Street - Part A is from the westerly Town limit to and including Bruce Street Intersection (County Road 20). Stewart Street - Part B project limits are from Bruce Street (County Road 20) to the Bonnechere Bridge. Stewart Street within the project limits is a combination of both urban and rural cross section. As Project Coordinator, Kristie assisted with the document control, tracking, and processing of change orders, shop drawings, RFI's, site instructions, and progress payment certificates.

# KRISTIE BROMLEY

Document Controller | Project Coordinator



## **Raglan Street South and Airth Boulevard West Rehabilitation and Multi Use Pathway Construction, Town of Renfrew, Renfrew, ON, 2020 (ongoing)**

The Town of Renfrew commissioned Jp2g to provide design and construction administration services for a pedestrian Multi-use Pathway (MUP) along Raglan Street South from Veterans Memorial Boulevard to Barnet Boulevard; approximately 1km. Rehabilitating the existing roadway, curbs, and replacing/extending portions of the existing storm sewer system was also included and was partially funded by the County of Renfrew. Airth Boulevard reconstruction was also included in the scope of the project. Work along Airth Boulevard included narrowing the separated lanes to reduce the area of asphalt, installing sidewalk on wide side, and minor storm improvements. As Project Coordinator, Kristie assisted with the document control, tracking, and processing of change orders, shop drawings, RFI's, site instructions, and progress payment certificates.

## **McAndrew Avenue Rehabilitation, Town of Renfrew, Renfrew, Ontario, 2020**

The Town of Renfrew retained Jp2g to provide professional engineering services to reconstruct McAndrew Avenue from Coleraine Drive to the dead end, approximately 300m in length. This project was designed, tendered, and constructed in 2020. Kristie assisted with the document control, and tracking and processing of shop drawings, change orders, RFI' responses, site instructions, and progress payment certificates.

## **Arnprior Avenue and Ross Street Reconstruction, Town of Renfrew, Renfrew, Ontario, 2019-2020**

The Town of Renfrew retained Jp2g to provide professional engineering services to rehabilitate the road surface and concrete works (curb and sidewalk) as well as targeted underground utility improvement (sanitary, storm and watermain). The project limits included Arnprior Avenue from Queen Street South to Ross Street (approximately 325m) and Ross Street from Thompson Avenue to Arnprior Avenue (approximately 100m). As Project Coordinator, Kristie assisted with the document control, and tracking and processing of shop drawings, change orders, RFI' responses, site instructions, and progress payment certificates.

## **Rehabilitation of Letts Cemetery Road, North Algoma Wilberforce Township, Ontario, 2017 (ongoing)**

Jp2g was retained by North Algoma Wilberforce Township to complete the design of Letts Cemetery Road from Highway 41 southerly to the Township Boundary, approximately 3.9km. The rehabilitation was required to provide safety improvements for active transportation (pedestrian and cyclist) as well as non-motorized vehicles, by providing a 1m paved shoulder on each side of the roadway. Sight line deficiencies and drainage improvements were also included in the design works. Kristie was the Project Coordinator for this assignment during construction phase services.

## **Prince Avenue and Carswell Street Reconstruction, Town of Renfrew, Renfrew, Ontario, 2018-2019**

This project involved replacing the sidewalks on the north-west side of Prince Avenue West and on the north-side side of Carswell Street in Renfrew, ON. The remainder of the sidewalks were replaced with a new curb for a wider street to permit parking on one side. The road was reconstructed with new granular material and two lifts of asphalt to allow for improved drainage. This project received funding from the Ontario Community Infrastructure Fund. Kristie tracked and monitored construction documentation including shop drawings, RFI's, site instructions, change orders, and progress payment certificates.

# KRISTIE BROMLEY

Document Controller | Project Coordinator



## RURAL ROAD RECONSTRUCTION

### **Black Bay Road Rehabilitation, Town of Petawawa, Ontario, 2019**

The Town of Petawawa retained Jp2g as part of their yearly Road Rehabilitation programs to design two sections of Black Bay Road. The first section of Black Bay Road (Part A) had project limits from Doran Road (County Rd. 26) easterly 0.2km to Carla Street. The second Section of Black Bay Road (Part B) with limits from Petawawa Boulevard westerly 0.9km to Industrial Avenue. The works for Part A included in-place-processing, granular padding, paving, paved shoulders, ditch clean out, pavement markings, and culvert replacements. The works for Part B included grading improvements at the Algonquin Trail crossing location, grading improvements at Petawawa Blvd, in place-processing, granular padding, paving, paved shoulders, ditch clean out, removal of spare duct bank intended to form CPR railway future crossing gates, pavement markings, and culvert replacements. Jp2g provided Contract Administration Services throughout construction. Kristie provided assisted during the construction phase, tracking and assisting with shop drawing review, site instructions, RFI responses, change orders, and monthly progress payment certificates.

### **Schwanz Road Rehabilitation Phase 1 and 2, Town of Petawawa, Ontario, 2018-2019**

The Town of Petawawa retained Jp2g as part of their yearly Road Rehabilitation programs to design two sections of Schwanz Road. The first section of Schwanz Road (Part A) had project limits from Laurentian Drive to Country Lane, 0.5km. The second Section of Schwanz Road (Part B) had limits from Petawawa to Country Lane. Part A included asphalt removal, grading, new pavement, and landscaping. Part B included full depth pavement removal, earth excavation, paving, paved shoulders, concrete curb and gutter, asphalt sidewalk, tactile warning strip indicators (TWSI), pavement markings, exfiltration storm sewers, drywells, and CSP culverts. The sidewalk at the intersection of Schwanz and Petawawa Blvd was reconfigured to meet conformance requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Traffic Manual (OTM). Kristie tracked and monitored construction documentation including shop drawings, RFI's, site instructions, change orders, and progress payment certificates.

## SANITARY LIFT STATIONS

### **McGee Street Pumping Station, City of Pembroke, Pembroke, Ontario, 2017-2018**

This project involved the installation of wells for dewatering and sheet piling for the excavation of a new pumping station and control building to replace the old, outdated station. The new station was enlarged to take 4 pumps to replace the 2 old pumps, and to be able to handle the flows that had caused the old one to back up lines causing flooded basements. Kristie tracked and monitored construction documentation including shop drawings, RFI's, site instructions, change orders, and progress payment certificates.



# Appendix 3

## Client Forms (Appendix A to G)

## APPENDIX 'A' APPROACH

Our proposal breaks this project into three phases, with the first Phase being the "Official Plan Review" component that determines what elements of the OP require updating. This Phase will involve interviews with Town Staff and Council, a Special Public Meeting, the beginnings of public engagement, and consultation with Lanark County (the approval authority) and public agencies. The resulting deliverable for this first Phase of the project will be an "Official Plan Review Issues and Options Report" containing a comprehensive list of the elements of the current Official Plan which should be updated, and an assessment of the elements against the PPS 2020, the Lanark County SCOP, and comments received.

The second Phase shall consist of the "Official Plan Update" which will draw from the direction provided by Council on the Official Plan Review Issues and Options Report and will include necessary research into the preferred policy options. The resulting deliverable for Phase 2 will be a draft Official Plan Amendment which will capture elements of the Official Plan to be updated, including new land use schedules. This stage of the work plan will focus on the preparation of a draft Updated Official Plan Amendment (OPA), processing of the OPA in accordance with the Planning Act, RSO 1990, managing public and agency engagement through the OPA process, presenting a final Updated OPA for Council's consideration and adoption, and assisting with the filing of the necessary documents with Lanark County (the approval authority).

The third Phase involves the "Zoning By-law Update" which will consist of the following five components:

1. Consolidate the current Zoning By-law and Schedule with all the zoning by-law amendments that have occurred since the last consolidation, to ensure we are working with the most current version of the Zoning By-law.
2. Identify all elements of the Official Plan which require attention in the Zoning By-law and ensure that the By-law reflects the intent of the relevant Official Plan policy changes.
3. Identify specific changes to the Zoning By-law brought about by the various changes by the Minister of Municipal Affairs to the Planning Act over the past five (5) years.
4. Draft recommended amendment to update the Zoning By-law with the identified changes.
5. Draft an up-to-date zoning schedule.

During all three phases of this Project, it is assumed that there will be engagement with staff, Council, and the public. This proposal contains a recommended consultation strategy below and identifies the times in which there is a requirement for formal direction from Council. Additionally, it anticipates that the Town may wish to enhance or otherwise modify the consultation strategy.

### Phase 1 – Official Plan Review

Working with Town staff, the proposed scope of work for Phase 1, Official Plan Review, shall include the following:



1. Review of past development activity (Official Plan Amendments, Zoning Amendments, Minor Variances) to determine if there are any Official Plan policies which are causing unnecessary barriers to development.
2. Review the Provincial Policy Statement (2020) and the current County of Lanark SCOP policies to identify elements where the Town Official Plan needs to be updated to “be consistent with” these documents.
3. Review of key municipal documents including the existing Official Plan and Zoning By-Law, Official Plan amendments, Downtown Heritage Conservation District Plan, Asset Management Plan, Lanark Transportation Master Plan, Development Charges Background Studies, Fire Master Plan, Recreation Master Plan and Strategic Plan, along with others.
4. Conduct interviews with Town Staff and Council, based upon agreed upon questions, to determine if the existing Basis and Objectives of the Official Plan are still relevant. Also determine if there are any specific areas of the Official Plan that either Staff or Council believe require updating.
5. Perform interviews with key planning staff from various agencies and Lanark County. With the assistance of Lanark County Planner, all prescribed agencies will be notified of project commencement and requested to participate in the project.
6. Hold a Special Meeting/Open House early in Phase 1, explaining the project to the public and inviting them to provide comment on elements of the current Official Plan that they believe require updating. The public will be invited to provide their comments by a certain date to ensure the comments are incorporated into the Issues and Options Report.
7. Present a list of elements of the Official Plan that should be updated in an Official Plan Review Issues and Options Report. The Issues and Options report will identify relevant PPS 2020 and Lanark County SCOP policies, current Perth Official Plan policies, and suggestions for updating the Town of Perth OP. It is understood that the Issues and Options report will provide rationale for why specific elements require updating, and a scope of work for the update of the Official Plan.

Assuming this project starts by December 2022, this work will be completed and delivered to Town of Perth no later than April 2023.

### Phase 2 – Official Plan Update

The scope of work for Phase 2, Official Plan Update, will include creating the policy updates identified in the Issues and Options Report and endorsed by Council. The process to be followed for updating the Official Plan will include:

1. The Phase 2 Official Plan Update will draw from the direction provided by Council on the Issues and Options Report and research conducted on the various issues, resulting in a draft Official Plan Amendment (OPA) intended to update the Town Official Plan.
2. It is anticipated that there will be elements of the draft OPA that may require research and/or consultation with various agencies. This phase will include the necessary research into the preferred policy options. The preparation of the natural heritage system schedule plan will be undertaken at this time.
3. This proposal includes the work necessary to process the draft OPA in accordance with the Planning Act, RSO 1990, including the statutory public and open house and agency engagement through the OPA process, presentation of the final Update OPA to Council’s consideration and adoption, filing the necessary documents for the approval of the Update OPA with the Lanark County approval authority, and presentation of the Updated OPA to Lanark County (if required).

Assuming this project starts by December 2022, the draft of the Official Plan Amendment will be completed and presented to Town Council by September 2023.

### Phase 3 – Zoning By-law Update

The scope of work for Phase 3, Zoning By-law Update, will build upon the work done for updating the Official Plan and will ensure that the Zoning By-law is updated to reflect the new policy direction of the Official Plan. There will also be an opportunity to undertake a general review of the current Zoning By-law to identify any barriers to development or good land use planning, and to make the necessary changes required to address the issues. The Zoning By-law Update will consist of five components including consolidation of the current Zoning By-law and Schedule, identification of elements of the Official Plan which require attention in the Zoning By-law, identification of Provincial legislation changes that relate to the zoning by-law, a draft of recommended amendments to the Zoning By-law, and a draft of recommended zoning land use schedule.

This phase will also include the statutory public meeting and agency engagement through the ZBA process, presentation of the final Updated ZBA for Council's consideration and approval, and the prescribed notice of passage of the ZBA. This phase will commence upon adoption of the Official Plan update by Council.

### Reporting and Deliverables

1. On a bi-weekly basis, the Project Manager shall provide a written update by email to the Planner. Topics to be covered in the update will include but not be limited to; schedule, progress of contract, challenges, outstanding information, and budget, including any claims for funds being required/requested beyond the scope of the contract which must be requested and approved in advance.
2. The consultant shall provide any meeting agendas five (5) working days in advance and provide meeting records and minutes within three (3) working days following any meeting.
3. Provide one (1) digital (i.e., Microsoft Word) and one (1) PDF (not scanned) version of any reports, preliminary reports, drafts, or other deliverables. Email or electronic transfer is acceptable.
4. Provide five (5) bound hardcopies of the draft updated Official Plan and ten (10) bound hard copies of the final OPA for adoption and approval, along with digital Word and PDF files of the document.
5. Provide five (5) bound hardcopies of the draft updated Zoning By-law and ten (10) bound hard copies of the final Zoning By-law Amendment for approval, along with digital Word and PDF files of the document.
6. Provide GIS ready digital schedules and PDF of original approved Schedules (both OP and ZB).
7. All reports are to conform to the Ontario with Disabilities Act, 2005 requirements.


**APPENDIX 'C'**  
**CONSULTANT TEAMS/SUB-CONTRACTORS – (Reference 1.4.3)**

**CONSULTANT TEAMS/SUB-CONTRACTORS: (If none, indicate NIL)**

The Consultant shall list the names of all team members and sub-contractors to be used in the execution of this project.

Consultant Team Member	Company Name and Contact Name	Team Member Qualifications
Forbes Symon, B.Sc., MCIP, RPP	Jp2g Consultants Inc.	Project Manager / Senior Planner
Anthony Hommik, M.Pl., MCIP, RPP	Jp2g Consultants Inc.	Senior Planner / Back-Up Project Manager
Paul Lavoie, B.A. (Hons.)	Jp2g Consultants Inc.	Planning Technician / GIS Specialist
Bryana Kenny, B.Sc. (Hons.)	Jp2g Consultants Inc.	Biologist / Planner
Kristie Bromley	Jp2g Consultants Inc.	Project Coordinator

Jp2g Consultants Inc  
 \_\_\_\_\_  
 Company Name

  
 \_\_\_\_\_  
 Signature

Forbes Symon  
 \_\_\_\_\_  
 Print Name

Project Manager / Senior Planner  
 \_\_\_\_\_  
 Title

APPENDIX 'D'  
ADDENDA ACKNOWLEDGEMENT – (Reference 1.4.4)

ADDENDA

I have received and allowed for Addenda number(s) 1 in preparing my RFP.

I have included signed copies of all Addenda with this submission

<u>Jp2g Consultants Inc.</u> Company Name	 Signature
<u>Forbes Symon</u> Print Name	<u>Project Manager / Senior Planner</u> Title



**ADDENDUM # 1**

**TO THE  
CONTRACT DOCUMENTS  
FOR THE  
RFP- OFFICIAL PLAN AND ZONING BY-LAW UPDATE  
CONTRACT NO. DDS-01-2023**

TO ALL TENDERERS:

March 20<sup>th</sup>, 2023

The following changes, additions, and/or deletions are hereby made a part of the Contract Documents for the Town of Perth, OFFICIAL PLAN AND ZONING BY-LAW UPDATE CONTRACT NO. DDS-01-2023, dated 03 February 2023, as fully and completely as if the same were fully set forth therein:

**Questions:**

1. Our firm is currently considering submitting a bid for the above-noted project at the Town of Perth. To reduce the environmental impact of printing and couriering proposals, we would like to know if the Town would consider emailed submissions?

**Answer – The Town of Perth will not be considering emailed submissions.**

This Addendum includes this one (1) page.

The Tenderers shall acknowledge receipt and acceptance of this Addendum No. 1 by signing in the space provided and submitting the signed Addendum to the front of the Tender. Tenders submitted without this addendum are considered incomplete.

Yours Truly,  
  
Joanna Bowes  
Director of Development Services

Receipt acknowledged and conditions agreed to this 21st day of March, 2023.

Jp2g Consultants Inc.

\_\_\_\_\_  
TENDERER



\_\_\_\_\_  
SIGNATURE

**APPENDIX 'E'**  
**DECLARATION – (Reference 1.4.5)**  
***(TO BE SIGNED AND SUBMITTED WITH PROPOSAL)***

THIS PROPOSAL IS SUBMITTED BY: Jp2g Consultants Inc.

TO THE TOWN OF PERTH

1. I, Forbes Symon of Jp2g Consultants Inc.

**DECLARE** that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is or are attached below has any interest in this submission or in the contract proposed to be taken.

2. **I FURTHER DECLARE** that this Proposal is made without any connection knowledge, comparison of figures or arrangement with any other company, firm or person making a Submission for the same project and is in all respects fair and without collusion or fraud.

3. **I FURTHER DECLARE** that no, Employee of the Town of Perth, Elected Officials, other than the person(s) shown on the Form of Proposals, is or will become interested directly or indirectly as a contracting part or otherwise in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be used therein or in any of the monies to be derived therefrom.

4. **I FURTHER DECLARE** that the several matters stated in the said Submission are in all respects true.

5. **I FURTHER DECLARE** that I have carefully examined the Request for Proposals document, and hereby acknowledge the same to be part and parcel of any contract to be let for the project therein described or defined and do all the work and to provide the services, and system mentioned for the municipal election for the prices stated on the Price Submission Form.

6. **I FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.

7. **I FURTHER DECLARE** that this offer is to continue open to acceptance until the formal contract is executed by the successful Consultant for the said project OR for a period of ninety (90) days after the closing date, whichever first occurs and that the Owner may, at any time, within that period, without notice, accept this Submission whether any other Submission has been previously accepted.

8. **I FURTHER DECLARE** that the awarding of the contract based on this Request for Proposals by the Owner shall be an acceptance of this Proposal.

9. **I FURTHER DECLARE** that in the event of default or failure on our part, that the Owner shall be at liberty to advertise for new Request for Proposals, or to carry out the works in any other way they deem best, and I also agree to pay to the said Owner the difference between this Request for Proposals and any greater sum which the said Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Request for Proposals; and to indemnify and save harmless the said Owner and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.

Jp2g Consultants Inc.

(COMPANY NAME)

Forbes Symon

(PRINT NAME)



(SIGNATURE)

12 International Drive

(ADDRESS)

Project Manager / Senior Planner

(TITLE)



Pembroke, Ontario

Kristie Bromley

(WITNESS)

K8A 6W5

(POSTAL CODE)

March 21, 2023

(DATED)

**APPENDIX 'F'**  
**CONSULTANT'S REFERENCES** – (Reference 1.4.6)

Name of Consultant's Company: Jp2g Consultants Inc.

Please provide at minimum, three (3) references of similar service completed since January 1, 2019. The references must be, at minimum, equal in size, complexity and requirements outlined in this proposal.

References will be contacted at the sole discretion of the municipality. The municipality reserves the right, at its sole discretion; to investigate other than listed references.

NAME OF CLIENT	CONTACT NAME & PHONE NUMBER	DESCRIPTION OF PROJECT
Township of Montague	Allison Vereyken Clerk/Administrator/Acting Treasurer 613-283-7478	Township of Montague - Official Plan Review and Update  A detailed description of the project is included in section 2.2.1 of the proposal document.
Town of Deep River	Sean Patterson CAO 613-584-2000 ext. 108	Town of Deep River - New Official Plan 2017 & New Zoning By-Law 2018  A detailed description of the project is included in section 2.2.2 of the proposal document.
Township of Lanark Highland	Amanda Noel, Dipl. M.M. Clerk 613-259-2398 ext. 231	Township of Lanark Highland - Official Plan Review & Update 2020  A detailed description of the project is included in Section 2.2.3 of the proposal document.

**Note: The Consultant may provide additional information relevant to their experience and past projects.**

These references have been submitted by:

Forbes Symon

(NAME)



(SIGNATURE)

Project Manager / Senior Planner

(TITLE)

## APPENDIX 'G' CONSULTANT'S CHECKLIST

This checklist is provided for the convenience of the Consultant to ensure that all required documents have been completed and enclosed in the Submission envelope in this order.

**Please check (√) the items required and return with your Submission.**

- Approach (Appendix 'A')
- Project Timeline (Appendix 'B')
- Consultant Teams/Sub-contractors Form (Appendix 'C')
- Addenda Acknowledgement Form (Appendix 'D')
- Signed and witnessed Declaration (Appendix 'E')
- Signed and completed Consultant's References (Appendix 'F')
- Return Address Label affixed to the front of each sealed envelope of your submission (Appendix 'H')
- Signed and completed Price Submission Form (Appendix 'I') **Submitted in a separate envelope**

### **Future Requirements (Post Project Award)**

- Workplace Safety and Insurance Board (WSIB) Clearance Certificate (required prior to execution of contract).
- Insurance Certificate (required prior to execution of contract).
- Contract execution.
- Warranty information.