

Request for Proposal (RFP# 2026-01)

Desbarats to Echo Bay Planning Board

Land Use Planner

The Desbarats to Echo Bay Planning Board (the "Planning Board") requires the services of a Registered Professional Planner (RPP) to provide land use planning services on a contractual basis. Services may be provided by an individual or a consulting firm who has a minimum of 5 years practical working experience in providing land use planning services to rural and small communities in Northern Ontario.

The Planner will be responsible to work with the Secretary-Treasurer as the Planning Board's agent for pre-consultation and for the review and processing of consent applications as per the procedures prescribed by the *Planning Act, R.S.O. 1990, c. P.13*, and its subordinate legislation.

The Secretary-Treasurer shall provide administrative screening, review the application for completeness, identify obvious deficiencies, screens application to determine where planning input is required and provide GIS analysis. The Planner shall prepare a written land use planning report for each consent application submitted to the Planning Board that provides professional advice on Policy conformity, land use compatibility, lot configuration and access, servicing constraints, environmental or natural heritage considerations, and recommend required studies or revisions. The Planner will also provide general planning advisory services to the Planning Board, its staff, and the public on an as-needed basis.

The Planner is expected to pro-actively inform the Planning Board of emerging planning issues and funding opportunities and will assist Planning Board staff with education sessions for the Planning Board, as required.

Prospective applicants will have an intimate working knowledge of the *Planning Act*, the Provincial Planning Statement and other planning related legislation, Ontario Regulations and guidelines essential to providing high quality professional advice to the Planning Board, Indigenous communities, the general public, applicants and other relevant stakeholders.

Interested parties shall provide a detailed proposal outlining the complete scope of the services to be provided, the related professional fees and ancillary costs, the proposed contractual arrangements, the qualifications and experience including a Curriculum Vitae and company profile and any limitations in meeting the performance requirements of the Planning Board set out in this description. The proposal must reflect the scope of the set out in the position description which is available upon request from the Planning Board. Proponents may provide a description of additional services that may be offered. Three references including email address and telephone number shall be submitted in support of the proposal. The lowest proposal price or any proposal may not be accepted. Any accepted proposal shall be required to enter into a formal agreement with the Planning Board.

The Desbarats to Echo Bay Planning Board may conduct an interview in person or by other means. Questions pertaining to this Request for Proposal can be submitted to Jared Brice, Secretary-Treasurer by email at admin@tarbutt.ca by April 23rd, 2026. Submissions may be made in hard copy or electronically before 3:30 p.m. April 30th, 2026 to the address below.

*Jared Brice Secretary-Treasurer
Desbarats to Echo Bay Planning Board
27 Barr Road South RR#1
Desbarats, ON
P0R 1E0*

Only applicants holding a Registered Professional Planner (RPP) designation will be considered. The Planning Board assumes no responsibility for late submissions and is not obligated to notify applicants who are not selected.