

TOWNSHIP OF ADMASTON/BROMLEY
PLANNING AND DEVELOPMENT COMMITTEE

AGENDA

May 16, 2024

At 6:00 pm

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Minutes
 - I. December 14, 2023
5. Draft Clean Yards By-Law – First Review – Jim McBain attending
 - I. Draft By-Law
 - II. Appendix A
 - III. Appendix B
6. Draft RFP – Strategic Plan Report
 - I. Draft RFP - Strategic Plan
7. Next meeting – to be determined
8. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

Planning Committee

Date: Thursday, December 14th, 2023 – 6:00 pm

Present: Committee members present were Michael Donohue, Angela Field, Brian Hamilton Kevin LeGris, and Keith Gourley (Chair) staff members present were CAO/Clerk Jennifer Charkavi, and Treasurer-Deputy CAO/Clerk Kelly Coughlin.

1. Keith Gourley called the meeting to order at 6:01 pm.
2. Disclosure of Pecuniary Interest – None.
3. Approval of Agenda – 2023-12-01

Moved by: Brian Hamilton **Seconded by:** Michael Donohue

BE IT RESOLVED that the Committee approve the agenda for the December 14, 2023 Planning and Economic Development Committee meeting as presented this date.

“Carried”

4. Minutes – 2023-12-02

Moved by: Kevin LeGris **Seconded by:** Angela Field

BE IT RESOLVED THAT the Planning and Economic Development Committee approve the minutes from the June 15, 2023 meeting.

“Carried”

5. Backyard Chickens Draft By-Law – Final Review – 2023-12-03 and 2023-12-04

Committee reviewed the two versions of the Backyard Chickens By-Law that staff had provided.

CAO/Clerk Charkavi reviewed the report and reviewed the changes made and the two versions of the by-laws being presented.

Committee discussed eggs and if they were allowed to be sold or given away. Councillor Field advised that they are allowed to be sold and given away.

Committee discussed the size of the property and the amount of chickens allowed.

Committee discussed the two versions of the by-law and discussed their concerns.

Moved by: Michael Donohue **Seconded by:** Angela Field

BE IT RESOLVED THAT the Planning and Development Committee direct staff to make the following changes to the By-Law permitting Backyard Chickens that allows for a set amount of chickens on the size of property:

- Remove 4.2 (e)
- Add 4 chickens on properties under .25 hectare (.6 acre)
- Remove that properties under .25 hectare (.6 acre) are not permitted chickens
- Make 9:00 pm to 6:00 am – sunset to sunrise 4.2 (0)
- 4.2 (p) remove redundant 1.99 hectares.

“Carried”

Committee discussed the permit requirements and the cost for one for Backyard Chickens. There were concerns that the fee was too high, while others felt that the fee was adequate. CAO/Clerk Charkavi noted that Committee was concerned with not having a fee and that would upset dog owners as they have to purchase a dog tag and that the permit fee be the same to begin with. Committee also discussed only having a one-time fee versus annual fee.

Treasurer-Deputy CAO/Clerk noted that the new accounting software will have dog licensing incorporated in to it, which will have reminders sent out for purchasing your annual license.

Committee discussed the fines associated.

Moved by: Angela Field **Seconded by:** Kevin LeGris

BE IT RESOLVED THAT Committee receive the draft Backyard Chickens By-Law for review;

AND BE IT RESOLVED THAT the Planning & Development Committee amend the draft by-law presented at the December 14, 2023 meeting to their satisfaction;

AND BE IT FURTHER RESOLVED THAT the Planning & Development Committee recommend that the Backyard Chickens By-Law as amended at the December 14, 2023 Committee meeting, be approved by Council;

AND BE IT FURTHER RESOLVED THAT the Planning & Development Committee recommend to Council to amend the Fees & Charges By-Law to reflect the addition of a charge for an annual permit for Backyard Chickens.

“Carried”

6. Next Meeting

At the call of the Chair.

7. Adjournment – 2023-12-05

Moved by: Angela Field **Seconded by:** Kevin LeGris

BE IT RESOLVED that the Thursday, December 14th, 2023, Planning and Economic Development Committee meeting be adjourned at 7:13 p.m.

“Carried”

Chair

CAO/Clerk

Township of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, ON
K7V 3Z5
E-Mail Address – info@admastonbromley.com

613-432-2885 Stone Road Office
613-432-4052 Fax

613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage

REPORT

Date: May 16, 2024
To: Planning & Development Committee
From: Jennifer Charkavi
Re: Draft Clean Yards By-Law Report

Background:

Over the last year the Township has seen an increase in complaints about properties that are in disrepair or junky. The Township has a Property Standards by-law to ensure that properties are kept in good condition and to ensure that properties do not fall into disrepair outside and inside. Property Standards derives its authority from the Building Code and is used primarily when a building is in such disrepair that it has become dangerous. Property standards gets used for properties that have become neglected or have become allowed to be unseemly as there is no other avenue to enforce cleanup.

Municipal Law Enforcement Services (MLES) has put forth a suggestion that the Township consider a Clean Yards By-Law. Within this enforcement measure there is no formal order to comply as found within the Property Standards which is very legislated. As well, the clean yards by-law does not have an appeal process nor an appeal period which can delay the act of cleaning up which makes it appear that the township is not responding.

Discussion:

The Township is receiving more and more complaints concerning property standards that fall within the realm of cleanliness of properties. Going through the property standards process is exhaustive and time consuming and is meant for severe infractions of property standards. The Clean Yards by-law is not meant to replace a property standards by-law but rather to be used as a first attempt to encourage a property owner to clean up their yard.

Property Standards can be difficult when the property is rented or leased, as only the owner can be held accountable through the Property Standards By-Law. The Clean Yards by-law is an infraction notice provided to the owner or the tenant or the occupant which allows for a quicker turnaround of having the property cleaned up. The by-law also

has within it that costs incurred by the Township can be recouped on the property taxes. However, through the Clean Yards by-law the intent is not to penalize but get the property cleaned up. If a complaint is determined to be valid a notice is first issued and the property owner, tenant or occupant is then provided an opportunity to work with them to get the property cleaned up. A follow up inspection will then take place and if the yard is not cleaned up By-Law Enforcement then can issue an order for a firm date to comply is provided, after that fees can be imposed and costs to clean the yard by the Township can be recouped.

Financial Implications:

There will be costs associated with complaints to and inspections by By-Law Enforcement. The intent of the Clean Yards By-Law is not to create revenue but to ensure properties are maintained.

People Consulted:

Jim McBain, MLES

Recommendation:

BE IT RESOLVED THAT Committee receive the draft Clean Yards By-law for review;

AND BE IT RESOLVED THAT Committee is interested in a Clean Yards By-law for the Township;

AND BE IT FURTHER RESOLVED THAT the Planning & Development Committee will review the by-law and send staff comments to be incorporated into a report for a future meeting.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2024-xx

Being a By-law respecting the cleaning up of yards and vacant lots in the Township of Admaston/Bromley

Whereas the Municipal Act 2001, SO 2001 c. 25 as amended authorizes municipalities to pass by-laws for requiring the cleaning and clearing of yards, for prohibiting the depositing of refuse on private and public lands; and for prohibiting automotive wrecking yards; and

Whereas Section 127 of the Municipal Act 2001, S.O. 2001, c.25, as amended, permits a municipality may pass by-laws requiring an owner or occupant of land to clean and clear the land, not including buildings, or to clear refuse or debris from the land, not including buildings and for regulating when and how such matters shall be done, for prohibiting the disposal of refuse or debris on land without the consent of the owner or occupant of land and for defining "refuse"; and

Whereas Section 446 of the Municipal Act 2001, SO 2001 c. 25 permits a municipality to enact a by-law to require that a matter or thing be done by a person and in default, the matter or thing may be done by the municipality at the person's expense and further that the costs of doing so may be added to the tax rolls and collected in the same manner as taxes; and

Whereas it is deemed desirable to enact this by-law to extend the useful life of individual properties to enhance the quality of communities and neighbourhoods, and to ensure the continued enjoyment of property for residents and property owners in the Township of Admaston / Bromley.

Now Therefore the Council of the Township of Admaston / Bromley enacts as follows:

1. Application

This by-law shall apply to all properties within the Township of Admaston/Bromley that are used for residential, commercial, industrial and institutional purposes.

2. Definitions:

- (a) **"boulevard"** means the area between the right of way limit and the curb. Also referred to as "road edge" in this document. See also "inner boulevard" and "outer boulevard".

- (b) **"Corporation"** means the Corporation of the Township of Admaston/Bromley
- (c) **"inner boulevard"** means that portion of the road edge between the curb and the sidewalk.
- (d) **"notice"** means a notice as set out in Appendix "A" of this Bylaw;
- (e) **"occupant"** means the registered owner of property, tenant or occupant or person for the time being managing or receiving the rent from the property, whether on his own account or on account of an agent or trustee of any person, or any one of the aforesaid;
- (f) **"officer"** means a Municipal Law Enforcement Officer or Property Standards Officer appointed by Council of the Township of Admaston /Bromley an agent and/or his or her designate assigned the responsibility for enforcing and administering this by-law;
- (g) **"outer boulevard"** means that portion of the road edge between the sidewalk and the right of way limit.
- (h) **"property"** means any parcel of land or registered water lot and, without limiting the generality of the foregoing, shall mean lands and/or premises appurtenant to a building or structure, whether residential, commercial, industrial or institutional, and includes vacant property;
- (i) **"refuse" or "debris"** means any article, thing or matter that has been cast aside or discarded or abandoned, whether of any value or not, or that has been used up in whole or in part, or expended, or worn out in whole or in part;

Without restricting the generality of the foregoing, refuse or debris may include:

- i) garbage, rubbish, junk or litter.
- ii) excessive accumulations or piles of grass clippings, tree and garden cuttings, brush and leaves which are not part of a horticultural or composting process;
- iii) unusable containers such as crockery, dishes, glassware, bottles, plastic containers and cans;
- iv) discarded paper, paper products, cardboard, clothing;
- v) discarded appliances such as stoves, micro wave stoves, refrigerators, freezers and other such appliances, furniture, furnace parts, pipes, water or fuel tanks;
- vi) any unused, abandoned, dismantled or inoperative vehicle;
- vii) any wrecked, dismantled, discarded vehicle or automotive parts or accessories, mechanical parts, unmounted or

- mounted tires, accessories or adjuncts to any vehicle or mechanical equipment;
- viii) any all-terrain vehicle, motor home, motorized snow vehicle, motorized recreational vehicle or camper, traction engine, farm or lawn tractor, road-building machine or a vehicle drawn, propelled or driven by any kind of power, including horse power or manpower, boat, watercraft or trailer or part thereof, which is in a wrecked, discarded, dismantled, inoperative or abandoned condition unless it is necessary for the operation of a business lawfully situated on the property;
 - ix) broken concrete or asphalt pavement, patio/sidewalk slabs, unusable building materials;
 - x) discarded, unused or waste materials resulting from or as part of construction, alteration, repair or demolition of any building or structure, or old or decayed lumber;
 - xi) any refuse or debris, or any other materials, objects or conditions that may create a health, fire or accident hazard;
 - xii) dilapidated, collapsed or partially constructed structures which are not currently under construction or repair;
 - xiii) discarded, dead, diseased, decayed or damaged trees or brush not neatly stacked and intended for use for heating purposes;
- j) "repair"* means the provision of such facilities and the making of additions or alterations or the taking of such action as in restoring, renovating or mending as may be required so that the property shall conform to the standards as established in this by-law;
- k) "right-of-way"* means the corridor of land owned by a municipality within which a road is located. This includes the road pavement and boulevards on either side.
- l) "vehicle"* means an automobile, motorcycle, motor assisted bicycle, traction engine, farm tractor or farm machinery, road building machine, construction vehicle, bulldozer, backhoe, excavator, grader, asphalt, earth mover, compactor, crane, lift, skid steer, generator, welder, street car or other vehicle running only on rails, motorized snow vehicle, off road vehicle, trailer, boat, bicycle, or any vehicle drawn, propelled or driven by any kind of power, including but not limited to mechanical power, muscular power or wind power.
- m) "vegetation"* is an assemblage of plants, plant species, shrubs, trees and ground cover.

3. Scope

This By-law does not apply so as to prevent a farm operation or practice meeting the definition of "agricultural operation" and "normal farm practice" under the Farming and Food Production Protection Act, 1998, SO 1998, c.1 as amended from carrying out a normal farm practice as provided for and defined under that Act.

4. General Standards

a) Every owner, tenant or occupant of property shall maintain said property clean and free from refuse and/or debris and stored or accumulated objects or materials that create a nuisance or are unsightly.

b) Every owner, tenant or occupant of property shall keep the grass and vegetation on the *property* maintained so that its height is maintained not to exceed a maximum of 15 cm (6 inches) but does not include edible crops and, to be free from any overgrowth of plants deemed objectionable such as, but not exclusive to the following: dandelions, ragweed, thistles, burdocks, wild parsnip and/or any other plants that may commonly be described as a *nuisance plant*. Any noxious weeds must be controlled and or removed from the *property* as required by the Provincial "Weed Control Act".

c) Grass or improved surfaces adjacent to a private property, within the road allowance, between the private property and the road curb line or road edge of pavement referred to as the inner or outer boulevard shall be maintained in a state of good repair as set out in this by-law by the owner, tenant or occupant of the private property, and kept in a clean, clear and safe condition. Property located in the following zones, as designated in the Township of Admaston / Bromley Zoning Bylaw as amended, shall be exempt from the above provision: Agricultural (A), Rural (R), Environmental Protection (EP), Open Space (OS), and any exception zones to these zones.

d) Every owner, tenant or occupant of property shall keep hedges, shrubs and trees adjacent to a public property, private property or roadways cut and trimmed so as not to encroach onto the adjacent property This shall include removal of droppings from any hedge, shrub, tree or grass clippings.

e) No person shall throw, place or deposit, or permit any person to throw, place or deposit, any refuse or debris as herein defined on any property within the Township of Admaston / Bromley without the written consent of the property owner, and only then in accordance with this by-law.

f) Every owner, tenant or occupant shall keep their property free and clear of infestations of injurious insects, termites, rodents, vermin or attract other pests including wildlife but, does not include attracting birds and bees.

g) No owner, tenant or occupant of land shall use any land for storing used or inoperative motor vehicles or vehicle parts for the purpose of wrecking them or salvaging vehicle parts thereof for sale or other disposal, including the purposes of repairing other vehicles, unless the land is permitted to be used for such purposes through the Townships Comprehensive Zoning By-law and the owner or occupant holds a current and valid license to permit motor vehicle salvage.

The above provisions shall not apply to owner, tenants or occupants who are actively restoring not more than two vehicles, providing that the vehicles are stored in an enclosed permanent structure and restoration work is located in such a manner so as to

be screened from view by neighbouring property owners, tenants or occupants, or from adjacent roadways.

h) No owner, tenant or occupant of land shall keep a swimming pool, hot tub, wading pool or artificial pond unless it is maintained in good repair and working condition.

i) No owner or occupant shall permit water discharge from roofs, land, sumps, buildings or pool drainage onto a neighbouring property.

5. Liability

Pursuant to Section 448 of the Municipal Act, SO 2001, c. 25 as amended, no proceeding for damages or otherwise shall be commenced against a member of Council or an officer, employee or agent of the municipality or a person acting under the instructions of the officer, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this by-law for any alleged neglect or default in the performance in good faith of the duty or authority.

6. Right of Entry

Pursuant to Section 435 and 436 of the Municipal Act, SO 2001, c.25 as amended, an officer may enter upon property, at any reasonable time, for the purpose of carrying out inspections of or on such property to determine whether or not the provisions of this by-law are being complied with in accordance with the provisions of Section 426(1) of the Municipal Act, SO 2001, c.25 as amended, no person shall hinder, interfere with, or otherwise obstruct, either directly or indirectly, an officer in the lawful exercise or power or duty under this by-law.

7. Administration and Enforcement

- a) When any property is not maintained to the requirements of this by-law, the officer may notify the owner, tenant or occupant, or other person responsible for the maintenance of the property, by issuing a Notice (Appendix A - Notice) advising of the violation and requiring that the property comply with the provisions of the by-law within a specified period of time, but not less than 48 (forty eight) hours from the date of the Notice. Said Notice shall be posted on the property, delivered personally to the owner, tenant or occupant or person responsible for the property or sent by registered mail to the last known address of the registered owner as shown on the last revised assessment rolls of the municipality.
- b) Where a Notice has been issued pursuant to Section 7a) and the requirements of the Notice have not been complied with, the officer may issue an Order (Appendix A - Order) that corrective action must be completed within a specified time frame.
- c) If the owner, tenant or occupant or person responsible for the property fails to comply with the Order by the specified date the municipality may take corrective action to bring the property into compliance with the bylaw. The total expense incurred to bring the property into a state of compliance with the by-law may be recovered by action or by adding the costs of the repairs and other associated costs to the tax roll and collecting the costs in the same manner as real property taxes, pursuant to Section 446(3) of the Municipal Act, SO 2001, c. 25, as amended. The municipality has the option to apply a reasonable administration fee to this process should it be necessary.

- d) An Order issued under section 7 b) shall be sent by registered mail to the address as shown on the last tax assessment roll of the municipality or delivered personally to the owner, tenant, occupant or person responsible for the property.
- e) In the case of a health, safety or fire hazard, an officer may Order that the hazard be removed forthwith without issuing a Notice under Section 7a).
- f) In the event an officer is unable to serve a Notice and/or Order by registered mail or personally the Notice and/or Order may be posted, in a conspicuous place on the property, and by so placing the Notice and/or Order it shall be deemed to be sufficient service of the Notice and/or Order on the property owner.
- g) Where the owner, tenant or occupant fails to comply with an Order issued under section 7 b) of this by-law, the Township in addition to all other remedies:
 - i) shall have the right to enter upon the lands to repair the lands and carry out corrective action to achieve compliance with the bylaw, at the owner's expense;
 - ii) shall not be liable to compensate such owner, tenant or occupant or any other person having interest in the property by reason of anything done by or on behalf of the Township under the provisions of this Section; and
 - iii) where any materials or things are removed in accordance with this Section, the materials or things may be immediately disposed of by the officer and any recovered salvage value or other actual recovery of money made upon such disposal shall be credited against costs; and
 - iv) where a vehicle has been removed, impounded, restrained or immobilized according to Section 170(15) of the Highway Traffic Act, RSO 1990, as amended, in violation of this by-law, all costs associated with the removal, impoundment, restraining or immobilization will be the responsibility of the registered owner of the vehicle.

8. Offences

- a) Any person who contravenes any provision of this by-law is guilty of an offence, and upon conviction is liable to the penalties as provided for in the Provincial Offences Act, R. S. 0. 1990, c. P. 33 as amended.
- b) A person who is convicted of an offence under this by-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$200.00 and a maximum fine of \$10,000.00 and the total of all of the daily fines for the offence is not limited to \$100,000.00 as provided for in subsection 429(3)2 of the Municipal Act, 2001, S.0 2001, c.25, as amended.

9. Validity

- a) Should a court of competent jurisdiction declare a part or whole of any provisions of this by-law to be invalid or of no force and effect, the provision or part is deemed severable from this by-law. It is the intention of Council that the remainder survives and be applied and enforced in accordance with its terms to the extent possible under the law so as to protect the public by ensuring a minimum standard for maintenance of yards is maintained.
- b) Where a provision of this by-law conflicts with the provisions of another bylaw, Act or Regulation in force within the Township, the provisions that establish the higher standards to protect the health and safety of persons shall prevail.

10. **Enactment**

This By-law shall come into full force and effect on the day of its passing.

READ a first and second time this xx day of xx 2024.

READ a third time and finally passed this xx day of xx 2024.

Mayor

CAO/Clerk

Appendix 'A'
By-law Number 2024-XX
Township of Admaston/Bromley
Clean Yards By-law

Clean Yards Notice	
Date Issued:	
Issued to:	
Address:	
Reference	

An inspection has revealed that a provision or provisions of a municipal by-law is being contravened. You are hereby directed to correct the following violation(s) within _____ days/hours. Charges may be forthcoming if the violation is not corrected within the time shown above. This Notice does not authorize continuance of the violation(s).

Municipal By-law	Violation(s)

If you wish to discuss this matter further with the officer, please contact the undersigned at (xxx) xxx - xxxx.

Officer Name and Signature:

Date and Time:

Appendix 'B'
to By-law Number 2024-xx
Township of Admaston/Bromley
Clean Yards By-law

Clean Yards Order	
Date Issued:	
Issued to:	
Address:	
Reference	

An inspection has revealed that a provision or provisions of a municipal by-law is being contravened. You are hereby directed to correct the following violation(s) within _____ days/hours. Charges MAY be forthcoming if the violation is not corrected within the time shown above. This Order DOES NOT authorize continuance of the violation(s).

Municipal By-law	Violation(s)

If you wish to discuss this matter further with the officer, please contact the undersigned at xxx-xxx-xxxx.

Officer Name and Signature: _____

Date and Time: _____

Township of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, ON
K7V 3Z5
E-Mail Address – info@admastonbromley.com

613-432-2885 Stone Road Office
613-432-4052 Fax

613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage

REPORT

Date: May 16, 2024
To: Planning & Development Committee
From: Jennifer Charkavi
Re: Strategic Plan - Request for Proposal

Background:

The Township of Admaston/Bromley is interested in completing a Strategic Plan. Staff and Council met with the Renfrew County Community Futures Development Corporation (RCCFDC) to discuss the path that the Township would like to follow to complete the Strategic Plan.

RCCFDC had intended to return to Committee to discuss the Strategic Plan further, but after meeting with staff and realizing how much time had passed, they offered to take the information from the first meeting and create a request for proposal for a strategic plan.

Staff are bringing this draft RFP to committee for review.

Discussion:

The Township is interested in completing a Strategic Plan, however a consultant will be required in order to facilitate the exercise.

Financial Implications:

\$1500 was set aside for 2023, there is some funding set aside for Economic Development in 2024 bringing the total up to \$3000. Staff recommend receiving proposals for a Strategic Plan to begin in the Fall of 2024 and carry over into 2025 with final payments then. Once the proposals are received staff can include costs required in the 2025 budget.

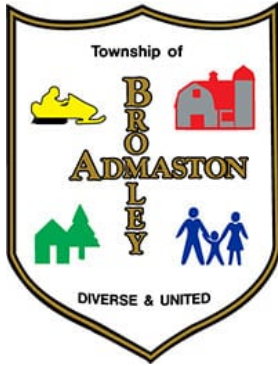
People Consulted:

Treasurer-Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT Committee receive the draft Request for Proposal (RFP) for a Strategic Plan;

AND BE IT RESOLVED THAT Committee review the RFP for a Strategic Plan and send comments to staff for inclusion in a report for a future meeting.



Request for Proposal (RFP) – Strategic Plan Development

Introduction

The Township of Admaston/Bromley is seeking proposals from qualified consulting firms to develop a comprehensive strategic plan for the municipality. This plan will guide the Township's direction for the next **three** years and will address key areas including identity development, community economic development, recreation, and infrastructure.

Background

The Township of Admaston/Bromley is a growing municipality located in Renfrew County, Ontario. The Township is located just an hour west of Ottawa providing easy access to big city amenities, with the small town advantages of affordable housing, competitive tax rates, no development fees and low crime rates.

The Township is seeking to develop a strategic plan to:

- Establish a strong identity for Admaston/Bromley
- Identify and prioritize the needs and aspirations of the community
- Identify, and then Develop a roadmap for achieving the Township's goals
- Foster collaboration and unity among the four distinct communities within the Township
- Capitalize on upcoming development opportunities, including the extension of the four-lane highway

Project Scope

The successful consultant will be responsible for the following:

- **Community Engagement:** Conducting a comprehensive community engagement strategy to gather input from residents, businesses, and other stakeholders. This may include public meetings, focus groups, surveys, and online engagement tools.
- **Mennonite Community Engagement:** Developing a targeted engagement strategy to ensure the participation of the Mennonite community, focusing on areas relevant to their interests.

- **Council and Staff Engagement:** Facilitating Council and staff sessions focusing on mission, vision, goals.
- **Current State Assessment:** Completing a thorough analysis of the Township's current situation, including its strengths, weaknesses, opportunities, and threats (SWOT analysis).
- **Vision and Mission Development:** Facilitating the development of a clear and concise vision statement and mission statement that reflects the aspirations of the Township and its residents.
- **Goal Setting:** Establishing clear, measurable, achievable, relevant, and time-bound (SMART) goals for the Township across key focus areas.
- **Strategic Initiatives:** Developing specific strategies and initiatives to achieve the established goals.
- **Action Plan:** Creating a detailed action plan that outlines specific actions, timelines, responsibilities, and performance indicators.
- **Public Presentation:** Delivering a final presentation to the Council and the public summarizing the strategic plan.

Deliverables

The successful consultant will deliver the following:

- A comprehensive community engagement report summarizing the findings from the engagement process.
- A strategic plan document outlining the Township's mission, vision, values, strategic goals, action plan, and performance indicators.
- A presentation deck summarizing the key findings of the strategic plan.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience in developing strategic plans for rural municipalities
- Proven track record of successful community engagement
- Understanding of rural and agricultural communities
- Experience working with diverse populations
- Qualifications of the proposed team
- Cost proposal

Timeline

- **RFP Issuance:**
- **Proposal Deadline:**
- **Selection of Consultant:**
- **Project Completion:**

Submission Instructions

Interested consultants should submit a proposal that includes the following information:

- Firm profile and qualifications of the consultant team
- Approach to the project, including methodology for community engagement, data analysis, and strategic planning
- Project timeline and budget
- References from past clients

Proposals should be submitted electronically to

Confidentiality

All information submitted in proposals will be kept confidential.

Additional Information

The Township of Admaston/Bromley reserves the right to reject any or all proposals. The Township may also hold discussions with shortlisted firms prior to making a final selection.

DRAFT