



Request for Proposals (RFP)

Consulting Services
Land Use Planning Review

INTRODUCTION

The Municipality of the District of Guysborough (MODG), incorporated in 1879, is a primarily rural Municipality 2,117 km² in size. The Municipality completely surrounds the Town of Mulgrave and borders the St. Mary's Municipal District to the West, Antigonish County to the North and the Strait of Canso to the East.

Like many rural areas of Nova Scotia, the Municipality has consistently lost population during the past two decades. As of 2021, the Municipality was home to 85 fewer people than it was in 2016, a 1.8% decline. With the continued out-migration of 20 and 30 year olds, the average age of residents has risen to 52.3 years. It is anticipated, however, that the Municipality will grow into emerging energy industries and develop industry attraction strategies that will reverse the rate of out-migration and population decline.

The Municipality is one of the largest municipalities in Nova Scotia based on area yet is one of the smallest based on population. The Municipality encompasses a broad spectrum of land uses including mining, agriculture, manufacturing, green energy, commercial and industrial uses, as well as permanent and seasonal residential uses in mostly rural areas.

The physical settlement pattern, largely tied to the historical development of the land and resource uses, is defined by a number of small coastal communities and in-land rural settlements at varying distances from the main Growth Centre comprised of the communities of Guysborough and Boylston.

The Municipality is rich in natural resources, and its coastal location is advantageous to potential growth of industrial development and natural resource extraction. There are several promising developments on the horizon including the Melford International Terminal Project; Renewable Energy Park; Aggregate/Mineral Development (Black Point, Lazy Head & Goldboro); Maritime Launch Project; and various wind farm opportunities.

The Municipality has the highest percentage of Crown Land in Nova Scotia with 54% of the entire land mass owned by the Province. The majority of public roads in the municipality are also owned by the Province. The Municipality has approximately 740 km of public roads, 2,800 km of private or unclassified roads, and 50 km of abandoned rails.

OBJECTIVE

The project objective is to obtain professional expertise in the area of land use planning and more specifically in the development of municipal planning strategies and associated land use bylaws to complete a review and update of the current MPS/LUB. The successful candidate will be expected to review all existing bylaws, strategies, policies and reports as well as existing provincial and federal legislation that may have an impact on land use planning matters. The successful candidate will also be expected to incorporate other plans in the MPS/LUB including, but not limited to the following:

- Parks & Recreation Master Plan
- Coastal Protection Action Plan: The Future of Nova Scotia's Coastline
- GDBP – 13 Ways Report
- GDBP – Shiretown Community Enhancement Plan
- GDBP Mandate
- Coastal Hazard Mapping
- Community Opportunity Readiness Program
- Others

SCOPE AND DELIVERABLES

The Municipality of the District of Guysborough (MODG) expects the work of the consultant to include the following components:

1. The consultant is required to carry out an examination of all matters that relate to the future development of the Municipality that will enable a ten-year projection of the Municipality's requirements.
2. Coordination and facilitation of a public consultation process that includes input from key stakeholders, municipal, provincial and federal government departments, as well as the general public. The consultation program may incorporate various techniques, but shall include:
 - ✓ One initial start up meeting with MODG Staff to gain input and further direction on the scope of work to be completed.
 - ✓ One workshop with MODG Council & Senior Staff.
 - ✓ Nine (9) public information sessions to provide information on the proposed amendments to members of the public. Each session to include a day and evening component and to be broken down as follows:

- One Session for Business Stakeholders
 - Eight (8) sessions for members of the public (one (1) in each District)
 - ✓ One direct survey for Business Stakeholders and one online survey for members of the general public.
 - ✓ Presentation of the draft MPS/LUB to MODG Council and Senior Staff.
 - ✓ Presentation of the final draft MPS/LUB to Committee of the Whole (Planning Advisory Committee).
 - ✓ One formal public hearing to present the final MPS/LUB to the public in the Municipal Council Chambers. Public Hearing to be advertised and held in compliance with the Municipal Government Act.
3. Presentations, public consultation and public hearing are to be in-person unless otherwise approved by MODG.
 4. The consultant is expected to conduct a familiarization tour of the Municipality prior to commencing work.
 5. The Consultant is expected to conduct a complete review of all relevant existing bylaws, strategies, policies and reports.
 6. The Consultant is expected to review existing provincial and federal legislation that may have an impact on land use planning matters
 7. Without limiting the foregoing, the work shall also include the following:
 - Assembly and review of all relevant materials related to the scope of work.
 - Review of industrial/commercial areas for existing and future development. Include consideration for expansion of zones based on proposed developments and clarity for provision of construction camps.
 - Review and update NR Zone (ie: clarification on gold mining and expansion of Mineral Opportunity Overlay zoning).
 - Review plans for renewable energy park in Goldboro and proposed uses to ensure zoning & regulation is appropriate.
 - Review and update zoning as it relates to wind development both onshore and offshore (landfall sites) as well as wind development on private lands.

- Review and update zoning for Black Point and Lazy Head Quarry Project areas.
- Review development impact areas for all major MODG projects and recommend appropriate zoning (small business opportunity, service industry, housing, accommodations, land availability/acquisition, etc.)
- Include policy in the MPS on Community Benefits Agreements.
- Consider green infrastructure such as EV Charging Stations, etc.
- Incorporate FireSmart & Flood Mitigation recommendations/strategies.
- Review of Residential Growth Centre Designation boundaries and potential inclusion of other types of zoning based on traditional land use, etc.
- Ensure MODG has appropriate flexibility built in for housing development (ie: commercial permitted on the ground floor in multi-unit development, include accessory dwellings in other zones).
- Consider backyard chickens as a permitted use in appropriate zones.
- Review of permitted uses in existing zones for compatibility.
- Review of existing zones and recommendations for other types of zoning or amendments to existing zones appropriate for our Municipality.
- Review of setbacks and lot size requirements based on zone and location (i.e.: coastal areas, watersheds, serviced areas, etc.). ***see section on Coastal Setbacks for further information.**
- Review of regulations dealing with shipping containers.
- Update demographics based on most recent Census data.
- Preparation of a draft Municipal Planning Strategy and Land Use Bylaw for presentation to MODG and the public.
- Review and update of Generalized Future Land Use Map and Zoning Map in ArcView shape files with the following projection: NAD83 UTM Zone 20 and WGS84.
- Provide other digital mapping layers in addition to Zoning and GFLUM such as Wind Farm Overlay mapping (WFO), Mineral Opportunity Overlay Mapping (MOO) and Watershed Reservoir Overlay Mapping (WRO).

- Preparation for registration of the adopted Municipal Planning Strategy and Land Use Bylaw with the Province
- Attend meetings of Council and/or Committee of the Whole as required.

*** Coastal Setbacks**

Work related to coastal setbacks will be carried out under a separate contract to be incorporated into the newly revised documents. The consultant carrying out this work under the NSFM Coastal Planning Support Program will be chosen following selection of a consultant to complete the broader land use planning review. The consultants carrying out both the coastal planning work and the broader land use planning review will be expected to work together as it relates to public consultation, presentation of the information to Council and Senior Staff, final public hearing, incorporation of text into the land use planning documents and other common areas where beneficial.

MODG HIGHLIGHTS

The Municipality has a rich history, and is home to residents of French/Acadian, Irish, Scottish, and German descent, with a significant African-Canadian population located in and around the communities of Lincolnville, Sunnyville and Upper Big Tracadie. The region has exceptional natural resources, including seacoast, lakes, rivers, beaches, parks, and a well-developed trail system. Museums, churches, historical sites, seasonal events, a performing arts centre, Canso Arena Complex and the Chedabucto Lifestyle Complex provide indoor and outdoor recreation and cultural opportunities to both residents and tourists.

The Municipality is primarily rural with some residential development along the main traffic routes. Residential housing within MODG is primarily made up of single one and two storey homes as well as mobile homes (includes mini or pre-manufactured homes). The majority of the homes are serviced by private on-site water and sewer systems. However, at the present time the Shiretown of Guysborough and Little Dover are serviced with public sewer and the communities of Hazel Hill and Canso are serviced with both Municipal Water and Sewer. Wilkins Lake Watershed is the sole source of drinking water for customers of the Hazel Hill and Canso Water Utility.

The Shiretown of Guysborough is the main service area for the Municipality. There are no major industries located in the community; however, it does provide many services, both Government and Private, for its residents. The Shiretown is also the location of the Municipal Administrative Offices and is considered the center of

government for the Municipality, with Provincial and Federal government services also available.

Within the Shiretown of Guysborough there are currently two private water systems; one is owned and operated by the Aqua Society which consists of approximately 26 members; the other is a privately owned system providing water services to an additional 19 homes.

Currently within the Municipality there are four large water reservoirs: Grants Lake Reservoir, Goose Harbour Lake Reservoir, Wilkins Lake Reservoir and the Melford Reservoir (England Lake). These four water basins have been designated as Conservation areas to ensure proper protection of not only the water reservoir but its drainage areas. The Grants Lake reservoir provides water to the Town of Mulgrave and Port Hawkesbury Paper, and the Goose Harbour reservoir provides water to Port Hawkesbury Paper only by way of a submerged pipeline located under the Strait of Canso. The Melford Reservoir provides water supply to a small Hydro Generating Plant and an Aquaculture Project. Lastly, the Wilkins Lake reservoir provides water supply to the communities of Hazel Hill and Canso. These resources are very important to our Municipality and have been zoned in a manner that encourages protection of the water supply.

There are two excellent community-use P-12 schools in MODG (Guysborough and Hazel Hill) providing quality education to the children of the Municipality. Through partnership with the school board, the Municipality has successfully constructed tennis courts at Fanning Education Centre and an outdoor swimming pool, tennis courts and the Chedabucto Lifestyle Complex adjacent to Chedabucto Place in Guysborough.

The Municipality has also been involved in numerous other activities to make MODG a better place to live, work and play. Some examples include trail development, community use facilities, satellite fitness centres, passive parks, etc. MODG has also implemented a signage program for the Municipality and have been actively involved with the local volunteer fire departments over the years with the construction of new facilities and the purchase of new firefighting equipment.

The forestry and fishing sectors have historically been the largest employers within this planning area with numerous small businesses involved in construction and tourism. However, with valuable access to some of the provinces coastline (400 km) the Municipality of the District of Guysborough has an opportunity to take advantage of coastal-related economic development opportunities such as an anticipated state of the art container terminal in Melford, renewable energy park in Goldboro, offshore wind development landfall, further oil and gas exploration as well as large scale tidewater aggregate quarries and mineral resource development. MODG has also been identified as having some of the best wind regimes in the Province and has been

selected as one of the areas for the siting of major wind farm development. As a result of all the above interests, MODG has identified three (3) main industrial nodes within the Municipality which have been sited as areas for future and existing industrial development.

MODG is also home to an award-winning second generation landfill site that serves over 230,000 people from 15 other municipalities on the eastern end of the Province.

Various wilderness areas and nature reserves are also identified under the Municipal Planning Strategy, the Ogden Round Lake Wilderness area, the Bonnet Lake Barrens, the Canso Coastal Barrens and the Roman Valley Nature Reserve. All areas are designated by the Province as protected to ensure the areas remain unharmed and pristine.

STUDY AREA

The study area consists of the entire Municipality of the District of Guysborough.

AVAILABLE INFORMATION

The following information must be considered when contemplating amendments to the Municipal Planning Strategy and Land Use Bylaw:

- Guysborough Municipal Planning Strategy and Land Use Bylaw
- Public Participation Policy
- Water/Wastewater Strategy
- Municipal Climate Change Action Plan (MCCAP)
- MODG Strategic Plan
- Partners for Climate Protection (PCP)
- Integrated Communities Sustainability Plan (ICSP)
- Climate Change Mitigation Plan
- Parks & Recreation Master Plan
- Coastal Protection Action Plan: The Future of Nova Scotia's Coastline
- GDBP – 13 Ways Report
- GDBP – Shiretown Community Enhancement Plan
- Community Opportunity Readiness Program
- GDBP Mandate
- Coastal Hazard Mapping

PROPOSAL CONTENT

The proposal should identify the project manager, each staff person to be assigned to each phase or component of the project (including any members from specialized

sub-consultants), describe the respective capabilities and roles of each assigned staff member (including sub-consultants) and provide resumes of each person who will participate in this project. The experience of the firm and of each proposed resource on comparable works should be detailed and references provided.

The proposal should clearly demonstrate that the consultant (and sub-consultants where applicable) possesses a clear understanding of the overall scope of the project.

Provide details of any possible innovative ideas, suggestions, improvements, recommendations, or opportunities for improvement that would enhance the project, processes or required outcomes indicated within this RFP.

Additionally, the proposal should describe the proposed methodology and the necessary procedures to ensure that defensible and quality data is collected and reported.

The proposal document should describe the approach and methodology to be followed in completing every aspect of the project. The proposal must also include sufficient detail to demonstrate the level of effort proposed for individual team members, and a complete understanding of how the work is to be planned and completed.

SELECTION CRITERIA

The Municipality of the District of Guysborough reserves the right to reject any or all proposals or to select the proposal that is in the best interest of the Municipality. Proposals will be evaluated and ranked against the criteria listed below:

DESCRIPTION	RATING
Understanding of Work	20 pts
Best Value Offered	20 pts
Cost	20 pts
Level of Experience	20 pts
Methodology	20 pts
TOTAL	100 pts

COST PROPOSAL

The total price for the project is not to exceed \$50,000 CAD including HST.

The Proposal shall include the consultant’s firm fixed price for this service as outlined in the RFP. Consultant shall include with the cost, a detailed listing of the tasks and activities and an estimate of total costs. Price data shall include fixed prices and estimated hours of work by key staff including expenses and HST. The estimate shall represent the maximum payment for the project in Canadian funds.

The Consultant shall submit their proposal as follows:

Sealed Envelope #1: Written proposal document (excluding cost estimates) as outlined in “Proposal Content” section of this RFP.

Sealed Envelope #2: Detailed cost estimate which shall include list of tasks and activities, estimates hours of work by key staff, expenses and HST. The estimate shall represent the maximum payment for the project.

TIME FRAME AND REPORTING

The following schedule is presented for guidance:

Expected commencement date:	Within 21 days of date of award
Draft documents due:	Within 180 days of date of award
Expected completion date:	Within 210 days of date of award

** Note: Any significant change of schedule must be approved by MODG.

The final reports and any supporting documentation, including digital files, digital maps, photographs, plans, conceptual drawings, research documents, and so on, shall become the property of MODG and may be used in any manner the Municipality sees fit.

KEY REPORTING AND DELIVERABLES

Electronic and hard copies of all information shall be provided to the Municipality of the District of Guysborough. All reports are to be provided electronically in a format compatible with MODG software. Zoning maps shall be provided in color both in hard copy format and electronically in ArcView shape files with the following projection: NAD83 UTM Zone 20 and WGS84. The consultant shall also provide eight (8) final bound copies of the report.

INFORMAL OR UNBALANCED PROPOSALS

Proposals which are incomplete, unconditional, illegible or obscure, or contain reservations, erasures, alterations or irregularities of any kind, may be rejected as informal.

Proposals that contain prices which appear to be unbalanced as likely to affect adversely the interests of MODG may be rejected.

CONFLICT OF INTEREST

Proponents must disclose to MODG in their Proposal any potential conflict of interest, including any which may involve MODG employees, Council members or members or employees of agencies, boards, or commissions who may have a financial interest in the Proponent's firm. If such conflict of interest does exist MODG may, at its discretion, refuse to consider the Proposal.

INDEMNIFICATION

Without limiting any other obligation of the Proponent under this Contract or otherwise, the Proponent hereby agrees to Indemnify and Save Harmless the, its elected officials, officers, employees, servants, agents and others for whom the MODG is in law responsible, from and against any liability, loss, claims, demands, damages, fines and penalties, costs and expenses (including consulting fees), investigatory and legal expenses, and any other actions or causes of actions, suits, caused by or attributed to any willful or negligent act, omission, delay, or allegations thereof on the part of the Proponent, its officers, employees, subcontractors, agents, licensees, assignees, invites or other persons engaged in the performance, non-performance or attempted performance of the Work pursuant to this Contract or anyone else for whom the Proponent is in law responsible.

Should the MODG be made a party to any litigation commenced by or against the MODG, then the Proponent will protect, indemnify and hold the MODG harmless and will promptly pay all costs, expenses, and legal fees incurred or paid by the MODG in connection with such litigation upon demand. The Proponent will also promptly pay upon demand all costs, expenses and legal fees that may be incurred or paid by the MODG in enforcing the terms, covenants and conditions in this Contract.

NON PERFORMANCE

The MODG reserves the right to determine nonperformance or poor quality of goods and/or services and further reserves the right to cancel the contract. The opinion of the MODG in this regard shall be final in all instances.

CONTRACT NEGOTIATION

The MODG will negotiate a contractual agreement with the preferred consultant. If the MODG is unable to negotiate an acceptable contractual agreement with the preferred consultant, then the second preferred consultant may be selected and a contractual agreement developed. The MODG, at any time and without liability, may withdraw from negotiations with any potential consultant.

TERMS AND CONDITIONS

- Proponents shall be solely and fully responsible for all costs associated with the development, preparation, transmittal and submission of any proposal or material submitted in response to this RFP. The Municipality of the District of Guysborough assumes no contractual or other obligations as a result of the issuance of this RFP, the preparation or submission of a proposal by a proponent, the evaluation of proposals, the proponent's conduct of presentations or the selection of any proponent for further negotiations. By submitting a proposal, a proponent agrees that there may be no claims whatsoever for reimbursement from the Municipality of the District of Guysborough for any such costs. All costs incurred by the proponent during the selection process and during negotiations will be the responsibility of the proponent.
- The Municipality of the District of Guysborough reserves the right to cancel the RFP, at its sole discretion, at any time. The MODG will not be responsible for any costs incurred by a consultant in preparing and submitting proposals and/or attending interviews. The MODG accepts no liability of any kind to a consultant prior to the signing of a contract.
- Submission of a proposal shall not obligate, nor should it be construed as obligating the MODG to accept any such proposal or to proceed further with the project. The MODG may, in their sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.
- At all times, the Consultant has the responsibility to notify the MODG, in writing, of any ambiguity, divergence, error, omission, oversight or contradiction contained within the proposal as it is discovered.
- Consultants may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of written or faxed notice to the MODG contact person. After the closing date and time, proposals may not be withdrawn.
- Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the consultant is requested to do so by the MODG.

- The consultant must identify any information in its proposal that it considers to be confidential or proprietary.
- There will not be a public opening. All proposals and accompanying documentation received under this competition will become the property of the MODG and will not be returned.
- The MODG has reserved the right to waive minor non-compliance by a consultant with the requirements of the RFP. This will allow the MODG to consider and possibly accept any proposal which is advantageous even though the proposal may be non-compliant in some minor respect.
- The MODG reserves the right to accept or reject, in whole or in part, any or all proposals.
- The MODG reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.
- Prices quoted are to be held firm for a minimum of 120 days following the RFP closing date and shall remain in effect through the duration of an agreement.
- The consultant's proposal shall form part of the contractual agreement by attachment and will be incorporated by reference. Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provision thereof.
- The successful consultant agrees to obtain and maintain all professional certifications and licenses necessary to lawfully provide the services required under this request for proposals.

SUBMISSION OF PROPOSALS

Sealed proposals plainly marked "RFP Land Use Planning Review" will be received until **2:00 P.M., Thursday, May 21st, 2026** at the following address:

Municipality of the District of Guysborough
Attn: Deborah Torrey, Development Officer
33 Pleasant Street
PO Box 79, Guysborough, NS B0H 1N0

PROJECT CONTACT

Deborah Torrey, Development Officer
Municipality of the District of Guysborough
33 Pleasant Street, PO Box 79
Guysborough, NS B0H 1N0
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