



## **REQUEST FOR PROPOSAL**

### **Aggregate Resources Policy Study Terms of Reference**

**Issued on:**

October 1, 2026

**Requested by:**

The Municipality of North Grenville  
285 County Road 44  
P.O. Box 130  
Kemptonville, Ontario  
K0G 1J0

**Attention:**

**Lindsey Lee, Municipal Clerk**  
**[llee@northgrenville.on.ca](mailto:llee@northgrenville.on.ca)**

**Closing Date and Time:**

**1 electronic copy of the proposal must be received by:**  
**12:00 PM local time on**  
**October 16, 2026**

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## INTRODUCTION

The Municipality of North Grenville (the Municipality) is a small town/rural municipality located adjacent to the southern border of the City of Ottawa. As one of the fastest growing municipalities in Eastern Ontario, North Grenville is committed to providing a broad range of amenities and services to its residents and visitors alike.

The urban serviced area (formerly the Town of Kemptville) currently serves a population of approximately 5,000. It is strategically located 30 minutes from downtown Ottawa, the Nation's Capital, along Highway 416, with easy access to Highways 417 and 401. The Municipality has experienced strong growth in recent years and has projected a population build out of 15,150 by the year 2034 within the urban serviced area.

The Municipality is responsible for the provision of a wide range of services including fire protection, by-law enforcement, emergency management, parks, recreation, cemeteries, local roads and bridges, snow removal, drainage, land-use planning, economic development, libraries, sewer and water services to the urban serviced area, and general municipal governance and administration.

In August, 2026, Council approved By-law 106-26, an Interim Control By-law to prevent new gravel pits or quarries on lands identified in Staff Report CAO-2026-034 for a period of one year. The Interim Control By-law will end on August 17, 2027. The Interim Control By-law will allow the Municipality the opportunity to undertake the necessary studies to examine policy gaps identified related to aggregate resource development and then establish appropriate planning policies and zoning.

The Study will ensure conformity and consistency with updates that have been made to Provincial Plans and policies, and will consider emerging trends and best practices, including comprehensive rehabilitation planning, adaptive management planning and the siting of aggregate recycling facilities.

Consultants wishing to submit an **RFP for (Aggregate Resources Policy Study ("Study"))** are to provide 1 copy of their proposal electronically identified as to the contents and addressed to:

The Municipality of North Grenville  
285 County Road 44  
Box 130  
Kemptville, Ontario  
K0G 1J0

**Attention: Lindsey Lee**  
Municipal Clerk  
llee@northgrenville.on.ca

A full description of the project and scope of work is set out herein.

## **1.0 INSTRUCTIONS TO PROPONENTS**

### **1.1 Invitation**

The Municipality of North Grenville is seeking proposals from qualified consulting firms to provide professional services to prepare an Aggregate Resources Policy Study ("Study"). The Study will analyze the findings and recommendation of prior studies and consider how the mineral aggregate policies and mapping of the existing Municipal Official Plan and the zoning standards of Zoning By-law 50-12 are best improved and/or updated.

The Municipality requires that the Project be completed prior to May 30, 2027.

Consultants are to provide 1 electronic copy of their proposal, clearly identified as to the contents and addressed to:

The Municipality of North Grenville  
285 County Road 44  
Box 130  
Kemptonville, Ontario  
K0G 1J0

**Attention: Lindsey Lee**  
Municipal Clerk  
llee@northgrenville.on.ca

Proposals must be received at this location **NO LATER THAN** 12:00 pm LOCAL TIME on **October 16, 2026.**

Proposals received after the above due date and time will not be considered and will be returned unopened to the Consultant. Fax submissions will **not** be accepted.

### **1.2 Charge for Documents**

All documents, including background information, will be provided at no cost. Refer to section 3.8 for a list of background documents to be available to the successful consultant.

### **1.3 Costs Incurred by Proponents**

All expenses incurred in the preparation and submission of proposals shall be borne by the Consultant. No payment will be made for any proposals received, or for any other effort required of or made by the Consultant prior to the commencement of work defined by the proposal approved by the Municipality.

### **1.4 Acceptance of Terms**

All those who submit a proposal represent that they have read, completely understand, and accept the terms and conditions of this Request for Proposal (RFP) in full.

### **1.5 Insurance**

#### 1. Commercial General Liability

The Proponent shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Municipality of North Grenville and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- a) A limit of liability of not less than \$2,000,000/occurrence with an aggregate of not less than \$2,000,000
- b) Add the Municipality of North Grenville as an additional insured with respect to the operations of the Named Insured
- c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- d) Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96)
- e) Products and completed operations coverage
- f) Broad Form Property Damage
- g) Contractual Liability
- h) Owners and Contractors Protective
- i) The policy shall provide 30 days prior notice of cancellation

## 2. Professional Liability

The Consultant shall take out and keep in force Professional Liability insurance in the amount of \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement.

The policy SIR/deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Municipality of North Grenville.

The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90 day notice of said cancellation or non-renewal must be provided to the Municipality of North Grenville.

The Municipality of North Grenville has the right to request that an Extended Reporting Endorsement be purchased by the Consultant at the Consultants sole expense.

### **1.6 Clarification**

All inquiries regarding this RFP are to be directed to the individual identified below. Inquiries must be received in writing or email no later than October 8, 2026. All inquiries received and the responses provided will be sent by the Municipality to all Consultants by way of written addendum(s), no later than October 14, 2026, without naming the source of the inquiry.

The Municipality of North Grenville  
285 County Road 44  
Box 130  
Kemptonville, Ontario  
K0G 1J0

**Attention: Lindsey Lee**  
Municipal Clerk  
llee@northgrenville.on.ca

### **2.0 TERMS OF PAYMENT**

The successful Consultant shall be reimbursed on a monthly basis for actual work completed and time spent on the project. Monthly invoices are to include supporting documentation for all disbursements. Disbursements will be paid at cost.

Invoices submitted by the Consultant shall include the project title, a description of the work completed and a billing summary. This summary shall include the tasks

set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date and a total of these amounts for each task.

## **2.1 Proposal Validity**

Proposals shall remain valid and open for acceptance by the Municipality for a period of sixty days (60) calendar days following the deadline for receipt of proposals.

## **2.2 Follow-On Contracts**

The Municipality reserves the right to award subsequent phases of the project to the successful proponent, and fees for any follow-on contracts shall be based on the same unit or per diem rates proposed under this RFP, unless negotiated and approved otherwise.

The Municipality also reserves the right to request competitive proposals for subsequent phases of the project if deemed to be in the best interests of the Municipality of North Grenville.

## **3.0 TERMS OF REFERENCE**

### **3.1 Background**

In August, 2026, Council approved By-law 106-26, an Interim Control By-law to prevent new gravel pits or quarries on lands identified in Staff Report CAO-2026-034 for a period of one year. The Interim Control By-law will end on August 17, 2027. The Interim Control By-law will allow the Municipality the opportunity to undertake a necessary study to examine policy gaps identified related to aggregate resource development and then establish appropriate planning policies and zoning.

The Study will ensure conformity and consistency with updates that have been made to Provincial Plans and policies, and will consider emerging trends and best practices, including comprehensive rehabilitation planning, adaptive management planning and the siting of aggregate recycling facilities.

### **3.2 Plan Objectives**

#### **Study Goals**

1. Prepare a background report that provides context and policy analysis for consideration by Council.
2. Conduct a public consultation program with residents, indigenous communities, industry representatives, stakeholders, agencies and Council members.
3. Draft a policy options report for review and consideration by Council, that may contain recommendations for amendments to the Municipal Official Plan and/or Zoning By-law as deemed necessary.

## **Study Objectives**

1. Review current Provincial plans and regulations, municipal and County Official Plan policies and Zoning By-law provisions. Consider whether current policies and provisions provide sufficient ability to evaluate and guide aggregate extraction operations and aggregate-related uses such that social, economic, and environmental impacts are minimized to the extent possible.
2. Consider and incorporate the findings, best practices and recommendations in the Municipality of North Grenville's Official Plan, as appropriate.
3. Recommend approaches and updates to policies and mapping for the Municipal Official Plan and/or zoning standards and definitions of Zoning By-law 50-12 for consideration by Council.
4. Examine opportunities to enhance strategic best practices outside the municipal application process - including participation in the Aggregate Resource Act process, monitor existing operations, and identify gaps in Provincial policy and legislation, where appropriate.

### **3.3 Scope of Work**

The overall intent of the Study is to consider how the mineral aggregate policies and mapping of the Municipal Official Plan and the zoning standards of Zoning By-law 50-12 are best improved and/or updated.

The project has been organized into 3 phases. Within each phase are key deliverables.

The Study will be informed by an Aggregate Resources Community Working Group. The Working Group will consist of appointed individuals following a staff organized recruitment campaign.

### **3.4 Assumptions**

#### **Phase 1: Background Review**

Phase 1 involves a comprehensive background and policy options review that will culminate in the preparation of a Background Report. The Background Report will review the availability of aggregate resources in the municipality, the regulatory and policy context, including existing Provincial, County and local initiatives that are applicable to the study area or have the potential to influence its future. This includes, but is not limited to, the following documents and reports:

- Aggregate Resource Inventory Mapping
- Provincial Policy Framework
  - o The Provincial Planning Statement, 2024
  - o Aggregate Resources Act of Ontario, as amended

- o Conservation Authorities Act, as amended
- o O. Reg. 244/97, as amended
- County Policy Framework
  - o United Counties of Leeds and Grenville Official Plan
  - o United Counties of Leeds and Grenville Aggregate Resources Master Plan Study (2022)
- Municipal Policy Framework
  - o Municipality of North Grenville Official Plan
  - o Zoning By-law 50-12
- Other
  - o Best Practices Review
  - o Recent Ontario Land Tribunal decisions
  - o Inventory of existing and proposed aggregate resource operations in the municipality.

The Background Report will be presented and discussed with the Aggregate Resources Community Working Group, Indigenous communities (if interest is expressed) and public agencies.

## **Phase 2: Policy Formulation**

Building on the work of the Phase 1, Background Report, Phase 2 provides opportunities for residents, Indigenous communities, and other stakeholders to actively participate in the Study's process.

The input received on the Background Report will inform preparation of a Draft Recommendation Report. The Draft Recommendation Report will be presented to the Aggregate Resources Community Working Group for input, and then to Municipal Council in order to seek direction to release the Draft Recommendation Report for public input.

The Draft Recommendation Report will be presented to the public at a Public Open House, and to Indigenous communities who have expressed an interest. A summary of the public input received will be prepared.

### **Phase 3: Recommendation**

Phase 3 will build upon the Draft Recommendation Report for the purpose of proceeding to a Statutory Public Meeting. The Consultant will, with the support of Municipal Clerk, summarize and address agency and public comments received on the Draft Recommendation Report and provide final recommendations in a Final Recommendation Report, including any recommended amendments to the Official Plan and Zoning By-law.

The Final Recommendation Report will be presented to the Aggregate Resources Community Working Group, Indigenous communities who have expressed interest, and to Council seeking direction to proceed to a Statutory Public Meeting, on the proposed Official Plan and Zoning By-law amendments.

#### **3.5 Public Consultation**

The Consultant will perform public consultation sessions throughout the project, including open houses, and discussions with industry representatives, Indigenous communities, and other stakeholders including public agencies, and other members of the public. The purpose of these sessions will be two-fold: to collect and disseminate information related to background reports and project updates, and to collect comments, suggestions and feedback on the report's findings and recommendations.

Project engagement will need to have consideration for, and coordinate with, other ongoing community engagement activities, as appropriate.

The Study will also be informed by an Aggregate Resources Community Working Group. It is recommended Council, appoint individuals to the Working Group following a staff organized recruitment campaign.

The role of the Working Group is to liaise with residents to bring a variety of community perspectives, and for public agencies to review and provide comments and data input during the study process. A separate meeting may also be held with the Ontario Stone, Sand and Gravel Association representing the interests of the aggregate resource industry.

The project will be provided space on the Municipality's website. Updates, notices of public meetings, and other matters of interest related to the Study, will be placed on the Municipality's website.

#### **Indigenous Consultation**

The Consultant will meet with Indigenous communities as required. The Consultant will determine through meetings how best to engage with Indigenous communities to ensure all individuals interested in participating can properly participate. The Consultant will arrange any engagement events directly with each Indigenous community to ensure all opportunities to inform and meaningfully engage Indigenous communities on the Study are identified.

### **3.6 Project Reporting**

The Consultant shall provide regular project status updates to the Municipality throughout the duration of the Study. Project reporting shall be coordinated with the Municipality's Clerk and shall include, at a minimum:

- progress against the approved work plan and project schedule;
- status of key tasks, milestones and deliverables;
- work completed during the reporting period and work anticipated during the next reporting period;
- budget status, including expenditures to date and any anticipated variances;
- identification of any issues, risks, constraints or emerging matters that may affect the project scope, schedule, budget or deliverables;
- proposed mitigation measures or recommendations to address identified issues;
- status of public, Indigenous community, agency, stakeholder and Community Working Group engagement activities;
- decisions or direction required from the Municipal Clerk or Council; and
- any proposed changes to the approved scope, schedule or methodology.
- The Consultant shall meet regularly with the Municipal Clerk to review project progress and shall provide written status updates and supporting materials as requested by the Municipality.
- The Consultant shall immediately notify the Municipality of any matter that may materially affect the successful completion of the Study, including anticipated delays, budget pressures, significant technical issues or changes to project assumptions.
- The Consultant shall support the Municipal Clerk in the preparation of status updates and staff reports to the Planning and Development Committee and Council, as required.

### **3.7 Deliverables**

#### **Phase 1 Deliverables**

- Background Report
- Presentation of the Background Report to the Aggregate Resources Community Working Group
- Presentation to Indigenous Communities who have expressed interest

#### **Phase 2 Deliverables**

- Draft Recommendation Report
- Presentation of Draft Recommendation Report to Aggregate Resources Community Working Group
- Presentation of Draft Recommendation Report to Municipal Council

- Presentation of Draft Recommendation Report at Public Open House
- Presentation of Draft Recommendation Report to Indigenous communities
- Public Consultation Summary on Draft Recommendation Report

### **Phase 3 Deliverables**

- Final Recommendation Report
- Presentation of the Final Recommendation Report to the Aggregate Resources Community Working Group
- Presentation of Final Recommendation Report (including draft Official Plan Amendment, Zoning By-law Amendment) to Municipal Council
- Presentation of Final Recommendation Report at Statutory Public Meeting
- Preparation of final Official Plan Amendment and Zoning By-law Amendment(s)
- Presentation of final Official Plan Amendment and Zoning By-law Amendment(s) to Municipal Council

### **3.8 Background Documents Provided**

The following documents will be made available electronically following the award of the contract:

- i. 2023 Long Term Population, Housing, and Employment Forecast (KPMG);
- ii. Draft Official Plan – Revised 2026
- iii. Zoning Bylaw
- iv. Transportation Master Plan
- v. Draft Mobility Master Plan
- vi. Corporate Strategic Plan
- vii. Cycling and Commuter Master Plan

### 3.9 Summary of Key Dates for Proposal

|                                                 |                  |
|-------------------------------------------------|------------------|
| Distribution of RFP                             | October 1, 2026  |
| Submission of proposal                          | October 16, 2026 |
| Consultant Clarification Question Submission    | October 8, 2026  |
| NG Clarification Answer Distribution            | October 15, 2026 |
| Anticipated award of assignment (at the latest) | December 1, 2026 |

### 4.0 EVALUATION CRITERIA

The successful firm will possess the requisite technical skills to deal with the complex matters to be addressed in the scope of work and will be required to work directly with the Municipal Clerk, the public, agencies and stakeholders in a professional manner.

To achieve this, the Municipality is interested in a firm, which in addition to sound technical qualifications, exhibits such skills as timeliness, diplomacy, tact, strong communication ability (both written and verbal) and an understanding of the municipal culture.

#### 4.1 Basis of Selection

The Municipality intends to recommend the appointment of the Consultant on the basis of best overall value, based upon a review of the technical and fee proposal, and the consultant interview. The Consultant appointment is subject to approval by the Municipality in accordance with the provisions of the Procurement By-Law.

#### 4.2 Selection Criteria

A total of 100 points will be allocated to each proposal, as follows:

| Category                                               | Available Points |
|--------------------------------------------------------|------------------|
| <i>Technical:</i>                                      |                  |
| Qualifications and Experience of Company               | 10               |
| Qualifications and Relevant Experience of Project Team | 20               |
| Understanding of Objectives                            | 10               |
| Quality of Approach and Methodology                    | 20               |
| Proposed Work Plan and Schedule                        | 20               |
| <b>Sub-total</b>                                       | <b>80</b>        |
| <i>Financial:</i>                                      |                  |
| Fees and disbursements (including sub-consultants)     | 20               |
| <b>Total</b>                                           | <b>100</b>       |

Financial points will only be awarded to submissions that have achieved a minimum score of 60 out of 80 points on the technical evaluation criteria. Proposals that do not meet this minimum score will be deemed non-compliant and will be given no further consideration.

Technical proposals scoring 60 points or higher will be evaluated financially, on the following basis:

The lowest cost submitted will be awarded 20 points, and the other cost proposals will be awarded points based upon the ratio of the cost submitted to the highest cost submitted, e.g.:

$$\text{Points} = 20 \times \left(1 - \left[ \frac{\text{Proposal cost} - \text{Lowest}}{\text{Highest} - \text{Lowest}} \right] \right)$$

Up to three (3) of the highest rated proposals may be invited by the Municipality to attend an interview to present and discuss their proposal. Interview details and evaluation criteria will be provided at the time of notification of request to attend an interview.

#### **4.3 Qualifications and Experience of Company**

Provide a brief company profile and recent relevant experience. Provide three (3) similar projects completed by your firm in Land Use Planning, including as a minimum, one (1) project completed in the last five (5) years. Provide client references for each project.

#### **4.4 Qualifications and Recent Relevant Experience of Project Team**

Provide the qualifications, recent relevant experience and responsibility of each member of the project team (Project Manager, key team members, sub-consultants and other staff), clearly stating the employment history of the Project Manager and key team members, years with current firm and work location. Resumes should be included in an appendix.

#### **4.5 Understanding of Objectives**

Describe your understanding of the assignment, including overall scope and objectives, noting any particular issues that may require specific attention.

#### **4.6 Quality Approach and Methodology**

Describe the approach and methodology to be followed in completing all aspects of the assignment in order to achieve the stated project objectives.

#### **4.7 Proposed Work Plan and Schedule**

Provide a work plan and schedule in the form of a Gantt chart to illustrate the breakdown of the major tasks and the level of effort of the individual team

members in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out.

The Consultant shall allow a minimum of 2 week(s) for the review of draft Plan and 2 week(s) for the review and acceptance of final Plan. The Consultant will be required to make a presentation to Council on the final study and recommendations.

The Consultant shall outline the measures that it has in place to ensure the project delivery and cost control to meet the needs of the Municipality.

#### **4.8 Fees**

The Consultant is to provide a total upset limit price, including all fees, sub-consultants and disbursements, but exclusive of HST, to complete this assignment in accordance with the services detailed herein in the Consultant's proposal. There is a maximum total anticipated allotment of \$49,999.

The breakdown of fees shall be presented in a table format identifying the level of effort that each team member has allocated to each of the tasks in the proposed work plan, as well as disbursements for each task, if applicable.

Costs for materials for display and distribution for all public open houses and public meetings are to be included as a disbursement. Costs of newspaper advertisements and rooms for public meetings will be the responsibility of the Municipality.

All reasonable and proper expenses incurred by the Consultant shall be reimbursed without any allowance thereon for overhead and/or profit. The following costs shall not be reimbursed:

- Communication expenses including facsimile, local phone and cellular charges;
- Standard PC or computer aided design and drafting equipment (excludes specialized equipment or software as identified in Consultant's proposal); and
- Travel and living expenses unless identified in the proposal or approved in advance.

The Consultant shall provide the per diem cost for any additional public meetings as a separate line item, should they be required.

#### **4.9 Consultant Interviews**

Up to three (3) of the highest rated proposals may be required to make a brief presentation (15 minutes) to the Senior Management Team on this project to discuss their methodology and approach to this assignment.

## 5.0 SPECIAL TERMS AND CONDITIONS

Submission of a proposal constitutes acknowledgement the proponent has read and agrees to be bound by all the terms and conditions of the Request for Proposal.

The Municipality will not make any payments for the preparation of the response to the Request for Proposal. All costs incurred by a proponent will be borne by the proponent.

This is not an offer. The Municipality does not bind itself to accept the lowest price proposal or any proposal submitted.

The Municipality has the right to cancel the Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Municipality as a result of the cancellation or re-issuing of the Request for Proposal.

The Consultant acknowledges that the Municipality shall have the right to reject any, or all, Proposals for any reason, or to accept any Proposal which the Municipality in its *sole unfettered discretion* deems most advantageous to itself. The lowest, or any, Proposal will not necessarily be accepted and the Municipality shall have the *unfettered* right to:

- (i) Accept a non-compliant Proposal;
- (ii) Accept a Proposal which is not the lowest Proposal; and
- (iii) Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

The Municipality reserves the right to consider, during the evaluation of Proposals:

- (i) information provided in the Proposal document itself;
- (ii) information provided in response to enquiries of industry references set out in the Proposal;
- (iii) information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the Proposal in relation to the reputation, reliability, experience and capabilities of the Consultant;
- (iv) the manner in which the Consultant provides services to others;
- (v) the experience and qualification of the Consultant's senior management, and project management;
- (vi) the compliance of the Consultant with the Municipality's requirements and specifications; and
- (vii) innovative approaches proposed by the Consultant in the Proposal.

The Consultant acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the Consultant. By submitting a Proposal, the Consultant

acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality, by reason of the Municipality's failure to accept the Proposal submitted by the Consultant, whether such right or cause of action arises in contract, negligence, or otherwise.

If a contract is to be awarded as a result of the Request for Proposal, it will be awarded to the proponent whose proposal, in the Municipality's opinion, provided the best potential value to the Municipality and is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations based on the objective assessment outlined above.

If the Municipality decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. Unsuccessful proponents will be provided with a verbal debriefing on the evaluation of their submission after the selection process has been completed, if so requested.

Proponents may not amend or withdraw their proposals after the closing date and time.

Proposals will be evaluated as soon as practicable after the closing time.

The proposals and accompanying documentation submitted by the proponent are the property of the Municipality and will not be returned.

Proponents are advised that all communications with the Municipality related to this RFP during the bidding process must be directly and only with the individual nominated in section 1.6.

## **Project Management**

Municipal Clerk will manage, coordinate and supervise the Study, with the responsibility of:

- Ensuring compliance with the Terms of Reference;
- Ensuring financial resources are managed;
- Securing and providing existing information to the consultant;
- Ensuring participation and coordination of all stakeholders;

- Coordinating and conducting individual and stakeholder meetings;
- Coordinating the community and Indigenous community engagement programs and events;
- Coordinating all project communications;
- Meeting regularly with the consultant;
- Responding to consultant inquiries;
- Approving in-progress deliverables submitted by the consultant;
- Updating the project information page on the Municipality's website and coordinating online consultation activities; and
- Preparing and submitting status and staff reports to the Planning and Development Committee and Council.

The Consultant will manage, coordinate and supervise the Study technical work, with the

responsibility of:

- Ensuring compliance with the Terms of Reference;
- Ensuring financial resources are well managed;
- Supervision of project activities including public consultations as required;
- Ensuring that quality control is completed on all deliverables; and,
- Delivering reports and other project deliverables on time.
- Presentation of the Background Report to the Aggregate Resources Community Working Group Presentation of the Draft Recommendation Report to the Aggregate Resources Community Working Group, Council, and at a Public Open House
- Presentation of the Final Recommendation Report to the Aggregate Resources Community Working Group, Council, and at a Statutory Public Meeting.

## **Digital Information**

All digital information required as part of this review is to be provided in accordance with the following:

- Digital copies of written reports are to be provided in both PDF and MS Word format.

- Data files related to studies must be provided in original format.
- Data, sketches, drawings and reports generated by the Consultant for the purpose of this study shall become the property of the Municipality of Noth Grenville.