

# **TERMS OF REFERENCE for Dennis County Planning District**

## **Comprehensive Development Plan Review**

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### **I. INTRODUCTION**

The Dennis County Development Plan was established to ensure that growth and development occurred in a planned and sustainable manner. The Dennis County Planning District is focused on creating a development plan that includes objectives and policies that support both near term development as well as planning for long term sustainable growth and development across the district.

The Dennis County Planning District was established in 1999, including the RM of Cameron, Town of Hartney, RM of Pipestone, RM of Sifton & Town of Oak Lake. Municipal Amalgamation in 2015 amended the district and increased the overall size of the district. Member municipalities now include: RM of Grassland, RM of Pipestone and RM of Sifton. The municipalities also include LUDs and villages within their boundaries. The Board is comprised of 2 representatives from each municipality.

The *Provincial Planning Regulation 81/2011* provides details on the content and studies required for the comprehensive review of a development plan. The Regulation is designed to promote higher standards in support of the development of more comprehensive development plans. It will be the responsibility of the successful consultant team to ensure the Dennis County Development Plan and necessary background planning and engineering studies comply with the Regulation.

In addition to the requirement for a detailed comprehensive review under The Act, there are a number of other significant issues, which justify initiating a comprehensive review of the Dennis County Development Plan in 2023/2024. Some of these issues include:

- Municipal amalgamation
- Continued population fluctuation
- The upgrading, maintenance and expansion of infrastructure to support and encourage sustainable development and investment in the Planning District.

## **II. ROLE OF THE PLANNING CONSULTANT**

The successful planning consultant team will complete the following tasks under contract:

### **A) MUNICIPAL VISIONING EXERCISE**

The consultant team shall undertake a municipal “visioning exercise” with participation from local key informants, municipal administrative staff and elected officials, local stakeholder groups and members of the public (as determined by the Dennis County Planning District. The intent of this “visioning exercise” will be to allow local residents and stakeholder groups to come forward and identify issues of local concern related to future land use and community development in both the rural and urban parts of the Dennis County Planning District. Participants in the visioning exercise will help to identify for the Board and their consultant, community priorities related to the types of growth and potential locations for development that residents support in various parts of the district.

***NOTE:** Following the completion of the “visioning exercise”, the consultant team shall produce a short report for the Board summarizing the main findings of the “visioning exercise”.*

The district’s visioning exercise and its related report will, together with information from the consultant’s background planning and engineering study, help to inform the objectives and policies contained in a new Dennis County Development Plan prior to the Board proceeding with the formal public process for by-law adoption.

### **B) BACKGROUND PLANNING AND ENGINEERING STUDY**

Prepare a general assessment of relevant conditions within the Dennis County Planning District area to be presented as a public document in the form of a background planning and engineering study. This study must include, but is not necessarily limited to, a survey and analysis of socio-economic, demographic, environmental, local economic and infrastructure trends, opportunities and constraints over time including an examination of school board capacity, housing, immigration and opportunities for inter-municipal partnerships and co-operation within the Planning District. For further details of the requirements of the background planning and engineering study, please refer to **Appendix A: Background Planning and Engineering Study Terms of Reference** herein.

***NOTE:** The background infrastructure assessment component of the Background Planning and Engineering Study shall exclude engineering design services and is to be completed by a qualified engineer. More specific detail related to this aspect of the project is outlined in **APPENDIX “A”**.*

### C) PREPARATION OF A PLANNING DISTRICT DEVELOPMENT PLAN

The collection, analysis, interpretation and application of information contained in the visioning exercise and report, background planning and engineering study to help inform the preparation of a new district development plan requires the assistance of a qualified consultant team (See. Sec. 44(1) of The Planning Act). The particular characteristics, opportunities and constraints which are specific to the Dennis County Planning District shall inform the level of detail and complexity to be contained within the background planning and engineering study which in turn shall be used by the consultant team to inform the goals, objectives and policies contained in a new Dennis County Development Plan By-law.

Public Consultation is an essential component of a meaningful planning process. Decisions made about the use and development of land will impact the lives of district residents, with implications being felt over the long term. As a result, the public has an interest in what decisions are made and how those decisions are reached. Bringing diverse interests into the planning process is essential to building consensus and making the process and the adopted development plan more meaningful to local residents.

The successful consultant team shall undertake an effective community consultation process based on the following:

The community consultation will lead to the development of a long-term vision that supports the health and well-being of residents and the economy of the Dennis County Planning District by identifying and prioritizing community development goals, objectives and policies related to land use, development and timelines for achieving the desired community vision.

- a) A minimum of Three (3) community consultation meetings will be organized and held by the consultant team with a view to engaging local residents and stakeholder groups in meaningful discussion on locally identified development priorities.
  - Public Consultation Meeting No. 1 - Consultant-led community "visioning exercise" (see PART I and II. herein for additional information.
  - Public Consultation Meeting No. 2 – A community consultation meeting shall be held before the consultant team begins work on the district development plan, the consultant team will present highlights of their visioning report and draft background planning and engineering study and facilitate a discussion with residents and stakeholders concerning community identified short and long-term growth and development priorities.

- Public Consultation Meeting No. 3 - A community consultation meeting shall be held after the Dennis County Planning District Development Plan has received 1<sup>st</sup> reading and the consultant team has incorporated any necessary revisions identified by provincial authorities and approved by the Board prior to 2<sup>nd</sup> reading. The consultant team will present said plan to residents and stakeholders highlighting the main goals, objectives and policies contained in the new Dennis County Development Plan.
- b) To develop a new comprehensive district development plan for the Dennis County Planning District that is generally consistent with the *Provincial Planning Regulation 81/2011*, the Development Plan must reflect, coordinate with and have regard for other relevant plans and policies that have effect in the Dennis County Planning District. Among other requirements, the Development Plan must consider, and generally be consistent with the policies in Part 3 of the Provincial Planning Regulation No. 81/2011 including:
- i) provincially approved plans for highway system upgrading and access management plans.
  - ii) environment plans and climate action change plans.
  - iii) Appropriate policies to support needs of school board finances and local school division needs.
  - iv) watershed and/or groundwater aquifer management plans in effect in the District.

The new Dennis County Development Plan is to be in a form suitable for adoption and administration by the Dennis County Planning District Board and approval by the Province of Manitoba.

**NOTE:** *The consultant team will be responsible for attending the formal Public Hearing following 1<sup>st</sup> reading of the development plan as well as making any required alterations to the By-law thereafter as may be required to have the development plan in a form ready for second reading.*

*The contract between the consultant team and the Dennis County Planning District Board will be complete when said Council has given the development plan by-law second reading.*

- c) Prepare appropriate maps for inclusion in the background planning and engineering study and \*development plan.

NOTE: \* Community and Regional Planning Branch (Brandon Office) will provide the consultant team with copies of base maps that are to be “marked up” and used by the consultant team to identify the location and geographical extent of all land use designations for all policy maps in the new Dennis County Development Plan. The Community and Regional Planning Branch (Brandon Office) will thereafter

finalize all development plan policy maps to be included in the development plan provided to the Board for adoption. The consultant is however responsible for gathering and/or creating all mapping contained in the background planning and engineering study and generating any hard copies and/or digital copies of all background study mapping as may be required by the Board, member Councils or Manitoba Municipal Relations.

### **III. ROLE OF MANITOBA MUNICIPAL RELATIONS**

1. Manitoba Municipal Relations (the Department) will be assisting the Dennis County Planning District Board in retaining a planning and engineering consultant (consultant team) to aid in the services of this development plan review through a Community Planning Assistance grant currently under consideration.
2. Manitoba Municipal Relations will assist the district with the review of consultant proposals and planning consultant selection to undertake work involving preparation of a new municipal development plan and background planning and engineering study.
2. The Department will assist the Board by providing an advisory service during all phases of the development of the development plan, including review and comments on draft documents submitted by the consultant team to the Board.
4. The Department will provide copies of the existing Development Plan in effect across Dennis County as well as copies of the three (3) municipal zoning-by-laws in effect (if requested) and, subject to the discretion of the Department, any relevant mapping material or other documents that may be on hand and may be useful to the consultant, provided that the Department is properly acknowledged as a source for this information including departmental base maps. Furthermore, Departmental staff may be contacted on various matters as may be required by the consultant.
  - a) The Department will also assist the Planning District with the provincial review and approval of the Development Plan By-law as prescribed by *The Planning Act*.
  - b) The Department will assist the consultant by providing new up-to-date policy maps for inclusion in the new Dennis County Development Plan for adoption by the Board.

#### **IV. AWARDING THE CONTRACT**

The contract for work will be awarded by the Planning District based on the quality of the proposal, including but not limited to the qualifications and experience of the planning consultant team and the proposed cost estimate submitted to the Dennis County Board for its consideration. The contract award is not necessarily based solely on the lowest bid.

Time shall be of the essence in completing the scope of work described herein, and consultants are encouraged to submit timelines for the completion of work with the submission of their proposal.

#### **V. DELIVERABLES**

The planning consultant team shall supply any and all necessary copies of draft studies, by-laws, final document copies of the Background and Engineering Study and Development Plan By-law as follows:

1) Dennis County Planning District

- \* Four (4) electronic copy on a USB memory stick of the Board approved Background Planning and Engineering Study including all text, mapping and covers.
- \* Four (4) bound paper copies of the Board approved Background Planning and Engineering Study complete with all text, mapping and covers.
- \* Four (4) electronic copy on a USB stick of the complete new Dennis County Planning District Development Plan in a form reflecting 2<sup>nd</sup> reading including all text, policy and reference mapping and covers.
- \* Four (4) bound paper copies of the complete new Dennis County Planning District Development Plan in a form reflecting 2<sup>nd</sup> reading including all test, policy and reference mapping and covers.

2) Community and Regional Planning Office (Brandon)

- \* One (1) electronic copy on a USB memory stick of the Board approved Background Planning and Engineering Study including all text, mapping and covers.
- \* One (1) bound paper copy of the Board approved Background Planning and Engineering Study complete with all text, mapping and covers.
- \* One (1) electronic copy on a USB stick of the complete new Dennis County Development Plan in a form reflecting 2<sup>nd</sup> reading including all text, policy and reference mapping and covers.

- \* Two (2) bound paper copies of the complete new Dennis County Planning District Development Plan in a form reflecting 2<sup>nd</sup> reading including all text, policy and reference mapping and covers.

These deliverables shall be provided within **16 months** of the date of commencement of the consultant contract, or on such other date as may be mutually agreed upon by the Board and the consultant (in writing).

All text material shall be provided using Microsoft Word software (Version 10 or later) and shall be formatted to fit within a conventional 8 ½ x 11-inch page, and stored electronically on a USB memory stick.

All Maps shall be provided using:

- a) ArcGIS Version 10 or later format; and,
- b) a reproducible system for production of paper copies (e.g. .pdf file format).

The deliverables and all related materials thereto shall be deemed to be the property of the Dennis County Planning District Board and Manitoba Municipal Relations. The planning consultant team, in accepting this project, waives any copyright privileges.

In its discretion, the Board may further modify the text and maps, and may make additional copies of the material, whether or not it has been modified. Further duplication and distribution by the consultant of the deliverables and materials related thereto shall be prohibited without the expressed written permission of the Planning District Board.

## **VI. CONSULTANT'S PROPOSAL SUBMISSION**

The consultant shall provide a proposal submission to the Dennis County Planning District Board, for review consisting of the following:

1. Identification of the consultant project team, their roles in the project, examples of relevant experience, references and charge out rate(s).
2. A time flow chart indicating the start-up and completion dates of the various stages of the project.
3. Identify the methodology to be employed for the background planning and engineering study.
4. Consultant concurrence that the Community and Regional Planning Office (Brandon) shall be responsible for preparing the finalized digital geo-referenced policy maps that will be included in the new Dennis County Development Plan.

NOTE: The Community and Regional Planning Branch (Brandon Office) will supply the consultant team with copies of maps to be “marked up” by the consultant to inform the number, type and geographical extent of all land use designations used across the Dennis County Planning District.

5. Provide a cost-breakdown for each major component of the scope of work described above including the following:
  - Visioning Exercise
  - Draft background planning and engineering study;
  - Finalized Board accepted background planning and engineering study;
  - Draft Dennis County Development Plan,
  - Dennis County Development Plan in a form reflecting 2<sup>nd</sup> reading;
  - On-site client meetings, public consultation meetings;
  - Costs associated with facilitating three (3) public consultation workshops (including preparation and advertising at least one (1) newspaper article per workshop to advertise, provide information, raise local awareness and solicit local participation in the development plan review process) related hall rental costs and all travel and incidental costs.
  - Consultant attendance at the required Public Hearing (following 1<sup>st</sup> reading) of the new Dennis County Development Plan (including all travel and incidental costs).

Consultants shall submit **Four (4)** hard copies plus one electronic copy of their proposal which should be forwarded in sealed envelopes, by **4:00 p.m.** on:

**DATE: September 22, 2023**

David Houston  
Development Officer  
Dennis County Planning District  
P.O. Box 100  
293-2<sup>nd</sup> Ave West  
Oak Lake, MB. R0M 1P0  
Email: [dcpd\\_sifton@mymts.net](mailto:dcpd_sifton@mymts.net)

1. **THE BOARD OF THE DENNIS COUNTY PLANNING DISTRICT RESERVES THE RIGHT TO EITHER AWARD OR WITHHOLD ALL OR ONLY SPECIFIED PORTIONS OF THE WORK OUTLINED HEREIN BASED ON THE PROPOSALS RECEIVED.**



- If you require any further information or clarification about this proposal, please contact David Houston, Development Officer, Dennis County Planning District. Office (204) 855-2423 Email: [dcpd\\_sifton@mymts.net](mailto:dcpd_sifton@mymts.net)

## APPENDIX “A”

### BACKGROUND PLANNING AND ENGINEERING STUDY TERMS OF REFERENCE

#### DENNIS COUNTY PLANNING DISTRICT

In order to proceed with the preparation of a long-term development strategy for the rural areas, and the urban settlement centers, it will be necessary to undertake a background planning and engineering study of the Planning District. This study will need to include, but may not be limited to, an assessment of the current socio-economic context, municipal infrastructure and potential for additional development within the Planning District. Beyond this, the consultant may also outline in detail the need for further studies required within the Planning District, if the scope of the work is determined to be necessitated by growth and/or environmental considerations. **NOTE: Additional studies recommended by the consultant falling outside the scope of work described in the terms of reference herein must have prior approval by the board or Council, prior to undertaking. Any such studies should be identified and be fully priced at the stage of Proposal Submission.**

The consultant needs to review any current reports prepared for the Planning District in order to ensure that their background planning and engineering study builds on existing information while avoiding duplication of work. This should be reflected in the proposal submitted for consideration to the Dennis County Planning District Board.

The background planning and engineering study shall reflect the current circumstances existing within the Dennis County Planning District. Consultants will be required to consider both the historical and current contexts within the Planning District, offering an assessment of changes in the recent past. The background planning and engineering study will consider the following:

#### Planning Related Matters

- a) identification of relevant social and economic issues, including socio-economic trends, historic changes in population, demographic projections, immigration, and local economy;
- b) consultation with the Public School Finance Board and local school division to ensure that it has incorporated all development programs of the school divisions;
- c) projected housing needs in the Planning District for the next 10-year period (based upon a population projection).
- d) analysis of the bio-physical settings, focussing natural resources, agriculture, mineral resources, and wildlife;
- e) capacity of resources, such as potable water, to support additional development;

- f) existing and forecasted municipal piped drinking water servicing and wastewater management needs of the District member Municipalities and options for addressing those needs;
- g) land use potential and restrictions, development trends, density of development in settled areas (e.g. communities and cottage areas), and identification of relevant land use, and resource development;
- h) options for addressing future transportation needs;
- i) examination of livestock development throughout the Dennis County planning District and identify issues and make recommendations to facilitate the development of sustainable agriculture.
- j) Identification of vulnerabilities of the Planning District to climate change; and
- k) other matters related to the present or future physical, environmental, social, cultural or economic characteristics of the Planning District that may be relevant to the preparation of a new development plan.

### Engineering Related Matters

#### **URBAN COMPONENT**

A large portion of the emphasis of the engineering study will be focused on the Dennis County Planning District and urban areas of the District. There are two (2) distinct areas of investigation for the engineering study, which shall receive generally equal emphasis:

1. The engineering analysis will provide a general evaluation of the following aspects of the infrastructure in urban and recreational communities in the Planning District:
  - (a) existing water supply, treatment and distribution systems and each community's ability to meet minimum Canadian Drinking Water Standards and flow requirements for fire-fighting;
  - (b) existing sewage collection, treatment and disposal systems;
  - (c) existing storm drainage system(s);
  - (d) existing transportation systems, including roadways and bridges;
  - (e) existing solid waste management system;
  - (f) identification of existing and/or proposed oil and gas pipelines.

The evaluation should generally include observations about the condition and capacity of the existing systems, identify any significant problem areas, and identify any recommended improvements or replacements to components in the system, along with preliminary cost estimates to implement such improvements or replacements.

2. The engineering analysis shall also provide a general evaluation of the relative ease or difficulty of developing various under-developed portions of lands within existing urban settlements and adjacent lands that could be considered

for expansion from an engineering point of view due to existing and unused or under-utilized infrastructure or potential for cost effective extension of urban infrastructure. This analysis will include:

- (a) a general evaluation of topographic conditions, particularly those that would represent significant difficulties and costs for development.
- (b) a general evaluation of the capacity of central treatment systems to accommodate population growth, and the method(s) by which these systems could be expanded.
- (c) Identification of the area(s) on a map that can be serviced by extending the existing gravity flow sewage system without the need for lift stations or force mains.
- (d) a general discussion about the development of water distribution and sewage collection systems within these undeveloped areas, along with and identification of any additional features that might be required (such as sewage lift stations and/or wastewater treatment facilities).
- (e) a general discussion about the development of storm drainage and transportation systems within these undeveloped areas or expansion areas.
- (f) typical preliminary cost estimates to extend municipal infrastructure into these undeveloped areas.
- (g) additional recommendations concerning the development of serviced residential, industrial and/or commercial areas in existing serviced urban settlements in the Planning District.
- (h) A general discussion of the feasibility, benefits, and constraints of developing a piped water and wastewater system in urban and recreational type communities that currently do not have such systems.

This analysis should be followed by a general recommendation as to the priority in which various undeveloped areas of existing serviced urban settlements across the municipality should be developed.

#### **RURAL COMPONENT**

The engineering analysis will also include the following information for rural areas across the Dennis County Planning District:

- (a) a general evaluation of the feasibility, from an engineering perspective, of developing additional rural residential and seasonal recreation development with special consideration given to the matter of water

supply and sewage disposal.

- (b) a general evaluation and preliminary cost estimate with respect to the possibility of extending water distribution and sewage collection systems from serviced urban communities into adjacent rural areas to support new urban-type development.
- (c) a general assessment of fire-fighting capabilities in rural areas including such matters as average response times of voluntary fire departments and a consideration of any mutual aid agreements involving the Dennis County member Municipalities.
- (d) Identification of existing and/or proposed oil and gas pipelines/flow lines.

**NOTE:**

It is expected that the awarded consultant will advise the Board on the necessity of additional studies required which cannot be considered within the scope of the Development Plan Review.

Furthermore, the consultant shall be expected to identify any major deficiencies with respect to development patterns within the Planning District, advising how remedies might be achieved within the foreseeable future.