



Report to Council

To: Mayor & Members of Council
From: Adele Arbour, Planner
Date: April 7, 2026
Re: **New Comprehensive Zoning By-Law Project**

Recommendation:

That Council receive the report from the Planner regarding the New Comprehensive Zoning By-Law Project; and further

That Council supports the establishment and composition of a Zoning By-Law Advisory Working Group as outlined in this report; and further

That Council appoint either one (1) or two (2) members of Council to be part of the Advisory Working Group.

Financial Implications:

The bid submitted is well within the 2026 Budget allocation.

Environmental Implications:

There are no financial implications as a result of this report.

Background:

A Request for Proposals RFP-2026-01 – Services for the Development of a New Comprehensive Zoning By-Law was issued on February 11, 2026. Seven (7) bid submissions were received with one being rejected as it contained pricing within the proposal details. All submissions were exemplary and exceeded the minimum requirements.

Jp2g Consultants Inc. was the successful bidder, and pricing to undertake the project is within the 2026 Budget amount for the Development of a New Comprehensive Zoning By-Law. The project is anticipated to take approximately a year to complete.

The Request for Proposal drafted by staff included the establishment of a Zoning By-Law Advisory Working Group which would be involved with the development of the new Comprehensive Zoning By-Law. The composition of this Advisory Working Group would include the planner, planning technician, external planning consultant and Director of Building and Planning/CBO. The intent of establishing this working group was envisioned to guide the process involving the development of the New Comprehensive Zoning By-Law including a robust communications and engagement plan, as well as discussing and reviewing matters such as key issues, trends and analyses.

A communications and engagement plan will include public meetings, stakeholder meetings, workshops and social media. Effective public consultation will also include consultation with external agencies, Council, Committees and other Stakeholders or Interest Groups such as First Nation, developers and cottage associations.

A detailed Communications and Engagement Plan with timelines will be provided to Council once determined by the Zoning By-Law Advisory Working Group and Jp2g.


Consultations:

None.

Appendices:

None.

Prepared by:



Adele Arbour MCIP, RPP
Planner

Submitted by:

Eric Guay,
Director of Building & Planning/CBO

Approved by:

Donna Teggart,
CAO/Treasurer

