



**CS-2026-03 REQUEST FOR PROPOSALS  
FOR REGIONAL RECREATION FACILITY  
FEASIBILITY STUDY**

**DUE:  
11:00 am (Local Time)  
TUESDAY, JULY 7, 2026**

Issued by the Corporation of the Town of Perth on behalf of  
the Town of Perth, Township of Drummond/North Elmsley, Township of Lanark  
Highlands & Tay Valley Township

**Submit To:**

**Cathy McNally**  
Director of Community Services, Town of Perth  
80 Gore Street East, Perth, Ontario  
K7H 1H9  
Via email to [reception@perth.ca](mailto:reception@perth.ca)

[www.perth.ca/bidsandtenders](http://www.perth.ca/bidsandtenders)  
[www.tayvalleytwp.ca/en/municipal-government/tenders.asp](http://www.tayvalleytwp.ca/en/municipal-government/tenders.asp)  
[www.dnetownship.ca/doing-business/bids-and-tenders](http://www.dnetownship.ca/doing-business/bids-and-tenders)  
<https://www.lanarkhighlands.ca/town-hall/bids-tenders>

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## **1.0 INFORMATION FOR VENDORS**

### **1.1 Overview**

This Feasibility Study will cover the neighbouring municipalities of the Township of Drummond/North Elmsley, Township of Lanark Highlands Tay Valley Township, and the Town of Perth. These municipalities have a strong history of collaborating on recreation through cost-sharing agreements that support three main facilities located in the Town of Perth, as well as the Community Centre/Arena in Lanark Highlands. The area features several major trails, including the Trans Canada Trail, the Rideau Trail, and the Glen Tay to Havelock Trail, along with numerous pristine lakes and rivers.

Recreation is an important integral and valued part of life in all four municipalities. With aging infrastructure and changing demographics, the four municipalities recognize the need for a long-term plan to prioritize investments that best suit the recreation needs of our communities while remaining fiscally responsible.

The Township of Drummond/North Elmsley (DNE) stretches to the east and north of Perth, covers 366 km<sup>2</sup>, and has a population of 7,773 residents. It includes an impressive section of the Rideau Canal and the Tay Canal that runs between the Rideau Canal and the Town of Perth. DNE is home to a variety of community and natural amenities, including a community hall, Upper Beveridges Locks (part of the Rideau Canal system), the Ferguson's Falls boat launch, a conservation area overlooking the Town of Westport, a bird sanctuary, a wildlife reserve, a fully operational drive-in theatre, a conservation area on Big Rideau Lake, and scenic public docks in the village of Rideau Ferry.

Tay Valley Township (TVT) borders Perth to the west, covers 550 km<sup>2</sup>, and has a population of 5,925 residents that doubles in the summer months. TVT is nationally known as a centre of artistic excellence, and many people visit and live in TVT to enjoy the many natural lakes and rivers. TVT is home to a diverse range of recreational and community amenities, including two provincial parks, the Maberly Agricultural Fairgrounds, several community forests, two community halls, two public outdoor swimming areas, three playgrounds, four ball diamonds, two outdoor ice rinks, a tennis court, a boat launch, and a fully accessible trail along a section of the Tay River, in addition to numerous other public water access points. TVT also operates the following recreation and leisure programs: hockey, soccer, karate, cycling, an orchestra and a choir. See website for all the programs - <https://www.tayvalleytwp.ca/living-here/recreation/recreation-programs/>

Heritage Perth is located along the Tay River in Lanark County, is home to approximately 6,500 residents and is widely recognized for its heritage architecture and picturesque downtown. The Town offers a range of recreational facilities, including a single-pad arena, an outdoor rink, a six-lane, 25-metre indoor pool, and an outdoor recreation complex featuring five ball diamonds, three soccer fields, four tennis/pickleball courts, three basketball courts, a splash pad, a pumptrack, a playground, and a skateboard park. In addition, several sections of recreational trails run along the Tay River through the centre of the community. Recreation programming is delivered by the Town at the indoor pool, while the majority of activities at the arena and outdoor recreation complex are run by individual user groups.

The Township of Lanark Highlands sits Northwest of the Town of Perth, bordering both Tay Valley and Drummond/North Elmsley and is the largest municipality in Lanark County by geographical size at 1,032 km<sup>2</sup>, with a population of 5,737. Lanark Highlands offers a range of recreational and cultural amenities, including a single-pad arena, two full-sized baseball diamonds, one outdoor pickleball court, one indoor pickleball court, four municipal beaches, eight community halls/centres, and two museums. Recreation programming and activities are primarily delivered by local user groups and volunteers.

The Township of Drummond/North Elmsley, the Township of Lanark Highlands, Tay Valley Township, and the Town of Perth invite qualified vendors to submit proposals for the development of a Regional Recreation Facility Feasibility Study. Prospective vendors are expected to review and familiarize themselves with all requirements outlined in this Request for Proposals. Detailed information regarding the scope of work is provided in Section 3 of this document.

## **1.2 Closing Date and Submission Requirements**

Submissions can be submitted via email to [reception@perth.ca](mailto:reception@perth.ca) with the price appendix submitted as a separate file:

**11:00 am LOCAL TIME – JULY 7, 2026**

- **Late proposals will NOT be accepted**
- Hard copies or Facsimile (fax) responses for this Request for Proposals will **NOT** be accepted.
- Proposals must be signed by the person authorized to sign on behalf of the Vendor and bind the Vendor to statements made in the response to this Request for Proposals.

- The terms and conditions of this Request for Proposals offer shall remain firm and open for acceptance by the Town of Perth for a period of ninety (90) days.
- The Vendor must agree to abide by all the clauses and conditions laid out in this document and the successful Vendor's accepted Request for Proposals.
- Township of Drummond/North Elmsley, Township of Lanark Highlands, Tay Valley Township, and the Town of Perth (hereafter referenced as ("The Municipalities")) accept no liability for the costs and expenses incurred by the Vendor.
- The Vendor shall be solely responsible for the delivery of their Request for Proposals in the manner and time prescribed.
- The Municipalities reserve the right to:
  - cancel the Request for Proposals call and not accept any Proposal at all and/or re-issue the Request for Proposals in its original or revised form;
  - cancel the Request for Proposals call and not accept any Proposal at all if the costs exceed the budget amount;
  - reject any Proposal that fails to comply with the response requirements. Adherence to the response requirements is required to ensure an effective evaluation of all proposals.
- The lowest or any Proposal will not necessarily be accepted.
- The Municipalities may select one or more vendors from those Requests for Proposals received for an interview/presentation session prior to making a final selection.

### **1.3 Vendor Team/Sub-Contractor Arrangements**

Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost and delivery for the services required by the four municipalities. They will recognize the integrity and validity of Vendor team arrangements provided that:

- the arrangements are identified, and relationships are fully disclosed, and,
- a prime Vendor is designated which will be fully responsible for all contract performance.

### **1.4 Deliverables**

Vendor proposals in response to the RFP will be incorporated into the final agreement between the Town of Perth and the selected Vendor. Vendor proposals must be in two separate files so that the pricing file submission is separate from the remainder of the proposal submission file. Please reference Section 8 for all submission requirements. Failure to include the response requirements listed above may result in your proposal being disqualified.

**1.5 Procurement compliance and preference for Ontario economic benefits**

The Town of Perth and participating project partners support the Province of Ontario's objectives to strengthen Ontario's economy and support Canadian businesses where permitted under applicable legislation, trade agreements, and municipal procurement policies.

Proponents are encouraged to identify any Ontario-based resources, local partnerships, regional expertise, and economic benefits associated with their proposed team and delivery approach.

The Town of Perth reserves the right to consider demonstrated local knowledge, regional experience, project team availability, and overall value to the participating municipalities as part of the evaluation process, provided such considerations comply with applicable procurement legislation, trade treaty obligations, and municipal procurement policies.

Nothing in this RFP shall be interpreted as restricting participation by qualified proponents from outside Ontario where such participation is permitted under applicable law.

**1.6 Evaluation Factors for Award**

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration to the chart below. Evaluation of proposals will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

<b>Proposed Approach</b> <ul style="list-style-type: none"><li>Proposed scope, approach and work plan to this project.</li><li>Detailed project timeline</li></ul>	30%
<b>Experience and Qualifications</b> <ul style="list-style-type: none"><li>Vendor's past history of successfully providing similar services, recent projects and customer references</li><li>Vendor's capability, the depth/strength of its organizational structure, and the qualifications of individual team members.</li></ul>	35%
<b>Professional fees</b> <ul style="list-style-type: none"><li>Pricing to include but not limited to, mileage, disbursements, and travel time along with all works as described within the RFP document.</li></ul>	30%

<b>Overall Impression</b> <ul style="list-style-type: none"><li>• The overall quality, depth and completeness of the proposal.</li></ul>	5%
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### 1.7 Questions/Discrepancies

Vendors who find any discrepancies or omissions in this RFP, or who have any doubt as to the intent or meaning of anything contained therein, shall direct questions, in writing (by e-mail), to the following:

**Cathy McNally**  
**Director of Community Services, Town of Perth**  
**Email: [cmcnally@perth.ca](mailto:cmcnally@perth.ca)**

- All questions/discrepancies identified must be sent to the Town of Perth at least five (5) business days prior to the proposal due date (11:00 am, 29 June 2026).
- Copies of all questions and answers and any addenda will be posted to Biddingo no later than three (3) business days prior to the proposal due date (11:00 am, 2 July 2026).
- Only formal written responses to properly submitted questions will be binding on the Town of Perth.
- All responses by the Town of Perth (addenda) must form part of the Request for Proposals submission by the vendor.

### 1.8 Addenda

Vendors may be advised by addenda, of required additions, deletions or alterations in the requirements of the Request for Proposals documents. All such changes shall become an integral part of the Request for Proposals documents and shall be allowed for in arriving at the total submission price. Vendors shall insert and state on the Addenda Acknowledgement Form Appendix 'B', in the space provided, any addenda received by them during the Request for Proposals period.

### 1.9 Request for Proposals/Project Schedule

The schedule for this Request for Proposals is as follows:

Event	Date
RFP released for distribution to Vendors	June 8, 2026
Last date to submit questions	June 29, 2026
Addendum and all questions and answers posted to Biddingo	July 2, 2026
Proposal due date	July 7, 2026
Target date for review of proposals	July 21, 2026
Target date for contract award	August, 2026
Target date for project start	September, 2026
Target date for project completion	March, 2027

### **1.10 Public Opening**

All vendor names that submitted a proposal will be identified at the Perth Town Hall at 80 Gore Street East, Perth, Ontario, on the same day and time as the closing date. This vendor naming will be available for public attendance. All submissions will be deemed to be public documents and subject to public information requests.

## **2.0 GENERAL CONDITIONS**

*The following section forms an integral part of this Request for Proposals and must be considered in completing a response to this Request for Proposals.*

The Vendor must agree to abide by all the clauses and conditions laid out in this Request for Proposals.

### **2.1 Definitions**

Wherever the word "**Owner**" is used in these documents, it shall mean the four municipalities.

Whenever the word "**Request for Proposals**" is used, it shall mean and include the agreement to do the work entered into with the Owner, the Information for Vendors, General Conditions, Scope of Work / Special Provisions, Form of Submission, the Request for Proposals and other documents referred to or connected with the said Request for Proposals.

Whenever the word "**Vendor**" is used it shall mean the individual, firm, company or corporation who has undertaken to carry out this Contract.

Whenever the words "**Successful Vendor**", or "**Contractor**" are used it shall mean the individual, firm, company or corporation whom a contract is awarded to.

Whenever the singular or masculine is used in this document, it should be considered as if the plural or feminine has been used where the context so requires.

### **2.2 Withdrawal**

A Submission may be withdrawn at any time prior to the closing date and time at the Vendor's discretion. Withdrawal notification must be in written form, signed, and must be submitted to Cathy McNally, Director of Community Services via email [cmcnally@perth.ca](mailto:cmcnally@perth.ca).

Facsimile and telephone calls will not be accepted. After the official closing date and time, all Submissions received shall be irrevocable.

### **2.3 Award of Contract**

The award of this contract may be subject to approval by the individual Councils of the four municipalities.

## **2.4 Insurance**

### **2.4.1 Comprehensive General**

- The successful vendor shall, at their expense, obtain and keep in force during the term of this Agreement, Comprehensive General Liability Insurance satisfactory to The Municipalities, including the following:
- Issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the vendor relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal & advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employer's liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall not contain a failure to perform exclusion.
- Professional Liability Insurance – The proponent shall maintain Professional Liability Insurance with limits of not less than \$5,000,000 per claim, providing coverage for acts, errors, and omissions arising out of professional services performed under this Agreement.
- The Municipalities shall be named as an additional insured;
- This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the municipality.

### **2.4.2 Automobile Liability Insurance**

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000. Inclusive for each and every loss.

### **2.4.3 Indemnity**

The successful vendor agrees to fully indemnify and hold harmless The Municipalities from and against all suits, judgments, claims, demands, expenses including reasonable legal fees, actions, causes of action and losses of any kind and for any and all liability which the municipality may incur, sustain or suffer as a result of, arising out of or in any way related to the matters addressed in this Agreement occasioned wholly or

in part by any negligent act or omission whether willful or otherwise by the vendor, their agents, officers, employees or other persons for whom the vendor is legally responsible, unless such losses are caused solely by the municipality's own negligence or misconduct. The policies shown above shall not be cancelled unless the Insurer notifies The Municipalities in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the municipality.

#### **2.4.4 Proof of Insurance**

The successful Vendor shall at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the municipality with evidence of coverage as noted above.

#### **2.4.5 Workplace Safety and Insurance Board (WSIB)**

The successful Vendor must be covered by WSIB and is required to provide a valid WSIB certificate for the duration of the contract.

### **2.5 Assignments and Sub-Contractors**

The successful vendor shall not assign, transfer or sublet this contract or any part thereof without the written consent of the Owner. This contract and everything therein contained shall be binding upon the parties hereto, their respective successors and assigns.

If the services proposed by the vendor include the use of sub-contractors, they must be identified. The vendor will assume full responsibility for any services provided by any sub-contractor. Vendors shall indicate and state all sub-contractors doing work on this project Appendix 'E'.

### **2.6 Interpretation**

Should a dispute arise regarding the meaning or intent of the contract documents, the decision of the Owner shall be final. The Owner will be represented by the Director of Community Services.

### **2.7 Verbal Arrangement**

In all cases of misunderstandings and disputes, verbal arrangements will not be considered. The successful vendor must produce written authority in support of their contentions and shall advance no claim in the absence of such written authority, or use, or attempt to use, any conversation with any parties against the Owner, or in prosecuting any

claim against the Owner.

## **2.8 Document Requirements at Time of Contract Execution General**

Subject to an award of the Proposal, the successful Vendor is required to submit the following documentation in a form satisfactory to the Owner for execution within ten (10) working days after being notified to do so:

- Insurance documents listing all coverages and amounts as indicated.
- Workplace Safety and Insurance Board (WSIB) Clearance Certificate.

## **2.9 Agreement**

Should the Vendor's submission be acceptable to the Owner, then the Vendor shall enter into an agreement with the Owner. The form of Agreement shall be the sample Agreement as attached in this Request for Proposals document as Appendix 'H'.

## **2.10 Price and Taxes**

All prices submitted shall be FIRM and shall include, without limitation, all required labour, materials, tools, supplies, equipment and other services as described herein and elsewhere in this document. The quoted prices must clearly show the Harmonized Sales Tax (HST) as a separate item.

The price shown on the Price Submission Form must be fixed. All costs incurred by the Vendor in carrying out research, investigation or otherwise as may be necessary for the preparation of a response to this Request for Proposals, shall be borne by the Vendor and will not be chargeable in any way to the Town of Perth.

## **2.11 Approvals**

Unless specifically stated in the Request for Proposals documents, the Vendor shall obtain and pay the fees for all services.

## **2.12 Warranty**

The Vendor shall correct at their own expense, any defects in the service. Further, the Vendor shall provide a name and cellphone of the assigned personnel that will affect this warranty.

## **2.13 Non-Performance**

The Owner reserves the right to withhold any payment in the event of non-performance. The Owner will give reasonable notice in writing prior to taking such action unless the non-performance prejudices the successful completion of the election.

## **2.14 Disqualification of Vendor**

A Vendor offering products/services to the four municipalities certifies that it has not communicated directly or indirectly their Request for Proposals to any competitor or any other person engaged in such line of business. Any or all submissions may be rejected if the Owner believes that collusion exists among the Vendors. Submissions in which the prices are obviously unbalanced may be rejected.

## **2.15 Incomplete Proposals**

Responses to this Request for Proposals, which do not, in the sole opinion of the Owner, adequately address all the requirements listed in this Request for Proposals, may result in a request for clarification to the Vendor or be rejected outright, at the discretion of the Owner.

## **2.16 Freedom of Information**

Any personal information collected by or on behalf of the four municipalities under this Request for Proposals is subject to the Municipal Freedom of Information and Protection of Privacy Act. The information provided to the four municipalities may be used to confirm certain information provided in the submissions for this project. The person submitting this Proposal consents to such collection and use of the information. The person submitting this Proposal acknowledges the Proposal is a public document and that the information contained in the Proposal may become public and consents to the release of that information. By responding to this Request for Proposal, respondents waive any challenge to the four municipalities' decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk of the Town of Perth.

## **2.17 Termination**

The Owner may terminate the agreement for breach of contract with thirty (30) days' notice in writing to the other party. The Owner may terminate the contract if the successful Vendor does not fulfill any part of the terms and conditions or requirements of the agreement.

In case the Vendor defaults or delays in executing the work satisfactorily, the Owner may give notice to the Vendor in writing that the Vendor has made such default. Should the Vendor fail to remedy satisfactorily such defaults without delay, or should the Vendor become insolvent or abandon the work or otherwise fail to observe the provisions of the agreement, then and in any part of such cases, the Owner may immediately take the work or portions thereof out of the Vendor's hands and employ person or persons such as he may see fit to complete the work so taken over. In any case, the Vendor shall be chargeable with and remains liable for all loss or damage, which may be suffered by the Owner by reason of such default.

## 2.18 Accessibility for Ontarians with Disabilities Act

The municipalities are committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Accessibility Standards Regulations made under the Accessibility for Ontarians with Disabilities Act, 2005. These Standards apply to designated public sector and private sectors organizations that provide goods and services to the public or participate in the developing of policies.

### Compliance with the Accessible Customer Service Standard

Pursuant to Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service (the "Regulation") made under the Accessibility for Ontarians with Disabilities Act, 2005 (the "Act"), the Consultant shall ensure that all of their employees, agents, volunteers or others for whom they are responsible, receive training about the provision of goods and services provided to people with disabilities.

The Consultant shall submit, within ten (10) days of notification of award, the completed Appendix 'F' "**Representation, warranty and acknowledgement regarding integrated accessibility standards regulations**" providing his/her representation, warranty and acknowledgement that his/her employees, agents and volunteers or others, will have completed training in the Integrated Accessibility Standards.

**If the Consultant does not provide the completed Appendix 'F' as requested herein, the RFP will be awarded to the next qualified Proponent.**

### Compliance with the Information and Communication Standard

The completed Feasibility Study must take into consideration the Information and Communication Standard and incorporate the following best practices:

- Use clear plain language
- Think of your intended audience and use terms they will understand; explain the meaning of technical terms, unavoidable jargon and acronyms
- Use correct punctuation
- Use a clear plain font; non-serif fonts like Arial are preferable
- Avoid using a small font size; if using Arial font, use point 12 as a minimum; if using any other font, find a point size equal to Arial 12; for example Verdana point 11
- Use left alignment for all text; justified and centered alignment should be avoided
- Break text up using bullet points and white-space between paragraphs

- Avoid italicizing words
- Avoid blocks of text in italics, underlining or uppercase
- Provide alternative text for all non-text elements such as pictures, graphs and charts
- Ensure good contrast between text and background
- Do not put text over pictures
- Print on a matte paper to avoid glare caused by some glossy papers

## **3.0 SCOPE OF WORK & SPECIAL PROVISIONS**

### **3.1 Scope of Work for Feasibility Study**

The Town of Perth, in partnership with the Township of Drummond/North Elmsley, Tay Valley Township, Township of Lanark Highlands, invites proposals from qualified consulting firms to undertake a comprehensive feasibility study for a potential Regional Recreation Facility.

The participating municipalities and project partners recognize the importance of long-term recreation, wellness, cultural, and community infrastructure planning that reflects evolving demographics, changing recreation trends, aging infrastructure, regional service delivery opportunities, and future growth across the broader Perth and District region.

This study will build upon prior planning work completed for the region, including:

- Perth & District Recreation Facility Feasibility Study (2009)
- Perth Multi-Use Recreation Complex Site Planning Analysis (2019)
- Recreation Master Plan (2019)
- Existing municipal asset management plans and facility condition assessments

The study is intended to provide participating municipalities and stakeholders with a comprehensive, evidence-based framework to guide future decision-making regarding:

- Recreation infrastructure investment
- Regional partnerships and governance
- Site selection and land requirements
- Funding and financing opportunities
- Community hub integration
- Phased implementation options
- Long-term operational sustainability

The successful consultant team will be expected to undertake extensive stakeholder and public engagement throughout the process.

### **3.2 Purpose**

The purpose of the Feasibility Study is to review the existing recreation facilities and to provide an action plan that directs future development in a fiscally responsible and sustainable manner.

### 3.3 Overall Objectives

The primary objectives of this study are to:

- Assess current and future recreation, wellness, cultural, and community service needs across the participating municipalities.
- Evaluate opportunities for a shared regional recreation model.
- Develop and evaluate potential facility concepts and programming options.
- Undertake a comprehensive locational analysis and site evaluation process.
- Explore governance and partnership models for ownership, operation, and funding.
- Identify capital funding opportunities, financing approaches, and implementation strategies.
- Develop phased implementation options and long-term operational considerations.

### 3.4 Approach

The study area includes:

- Town of Perth
- Township of Drummond/North Elmsley
- Tay Valley Township
- Township of Lanark Highlands

The consultant may also consider regional user patterns and partnerships with adjacent municipalities where appropriate.

## **4.0 PROJECT SCOPE**

The successful consultant team will be responsible for completing the following components:

### **4.1 Background Review and Existing Conditions**

Review relevant background materials including:

- Previous feasibility studies
- Recreation master plan
- Asset management plans
- Facility condition assessments
- Demographic and population projections
- Municipal strategic plans
- Development and growth trends

Utilizing these materials, the consultant shall identify:

- Existing facility conditions and limitations
- Current utilization and programming trends
- Service gaps
- Regional recreation trends
- Future growth pressures

### **4.2 Needs Assessment**

Referencing the Master Recreation Plan, the consultant will undertake a comprehensive recreation, and community needs assessment that includes:

- Demographic analysis
- Participation trends
- Recreation utilization analysis
- Benchmarking against comparable municipalities
- User group consultation
- Community demand forecasting
- Identification of service gaps and future needs
- Define Recreation for the sake of the project

The assessment should consider:

- Ice facilities
- Aquatics
- Gymnasium and court space
- Fitness and wellness space
- Indoor walking track
- Community meeting and event space
- Multi-purpose programming space
- Youth and senior programming
- Indoor turf or flexible sport space
- Outdoor recreation amenities
- Administrative/office/shared service opportunities

### **4.3 Community and Stakeholder Engagement**

Develop and implement a comprehensive engagement strategy that includes:

- Public engagement sessions
- Stakeholder interviews
- User group meetings
- Surveys
- Online engagement tools
- Municipal staff workshops
- Council and Steering Committee presentations

Key stakeholders may include:

- Recreation user groups
- Aquatic organizations
- Sports associations
- Library representatives
- School boards
- Community organizations
- Accessibility advocates
- Indigenous communities
- Business and tourism stakeholders

The consultant shall summarize all engagement findings and demonstrate how feedback informed recommendations.

### **4.4 Facility Program Development**

Based on the needs assessment and engagement findings, develop:

- Recommended facility components
- Preliminary space program
- Conceptual facility configurations
- Facility size requirements
- Shared-use opportunities
- Multi-purpose and flexible space considerations

The consultant should evaluate multiple development scenarios, including:

- Single-site regional model
- Phased development approaches
- Partnership opportunities
- Future expansion opportunities

#### **4.5 Locational Analysis and Site Evaluation**

With possible locations provided by the municipalities, the consultant shall undertake a comprehensive locational analysis to identify and evaluate potential sites for the proposed facility. The analysis shall include:

- Development of site evaluation criteria
- Minimum land and servicing requirements
- Transportation and accessibility analysis
- Traffic and parking considerations
- Planning and zoning considerations
- Servicing and infrastructure availability
- Site acquisition considerations
- Floodplain and environmental constraints
- Long-term expansion potential
- Economic development impacts
- Community accessibility and regional connectivity

The consultant shall:

- Evaluate up to three (3) potential sites, which will collaboratively be provided to the consultant by the municipal partnership.
- Develop a transparent scoring methodology
- Provide comparative analysis of candidate sites
- Identify preferred and alternative site options
- Mapping and conceptual site fit testing shall be included.
- Provide varying structural opportunities/options
- Provide a conceptual plan of the site and include items identified in sections 4.2-4.4. On the conceptual site, the proposed recreation facility need only show the general footprint necessary to accommodate the services recommended in the feasibility study. It shall also show optimal primary, secondary or tertiary entrances. A full architectural concept drawing of the recreation facility is unnecessary at this time.

#### **4.6 Governance and Service Delivery Review**

The consultant shall evaluate and recommend governance models for the future facility.

This review shall include:

- Ownership models
- Cost-sharing frameworks
- Governance structures
- Regional service agreements
- Operational models
- Partnership opportunities
- Staffing implications
- Asset ownership and lifecycle responsibilities

- Comparable municipal and regional governance models should be reviewed as part of this component.

#### **4.7 Financial Analysis and Funding Strategy**

The consultant shall provide:

- Preliminary capital cost estimates (class d estimate)
- Lifecycle cost considerations
- Operational cost estimates
- Revenue projections
- Funding and financing models
- Grant opportunities
- Partnership funding opportunities
- Fundraising considerations
- Phased implementation costing
- Potential provincial and federal funding opportunities should be identified where applicable.

#### **4.8 Implementation Strategy**

Prepare a phased implementation strategy that identifies:

- Recommended next steps
- Project phasing
- Short-, medium-, and long-term priorities
- Required approvals
- Procurement considerations
- Partnership development opportunities
- Risks and mitigation strategies
- Recommended timelines

### **5.0 DELIVERABLES**

The successful consultant shall provide:

- Detailed work plan and engagement strategy
- Technical memorandums as required
- Interim findings presentations
- Draft feasibility study report
- Final feasibility study report
- Executive summary
- Presentation materials for participating Councils
- All final materials shall be provided in both PDF and editable electronic formats.

## **6.0 PROJECT TIMELINE**

The anticipated project timeline is as follows:

<b>Milestone</b>	<b>Date</b>
RFP Issued	June 8, 2026
Proponent Questions Deadline	June 29, 2026
Proposal Submission Deadline	July 7, 2026
Consultant Selection	August 2026
Project Kick-Off	September 2026
Public Engagement Phase	Fall 2026
Draft Report Submission	February 2027
Final Report Completion	March 2027

The municipalities reserve the right to modify timelines as required.

## **7.0 CONSULTANT QUALIFICATIONS**

Preference will be given to consultant teams demonstrating experience in:

- Recreation feasibility studies
- Multi-use recreation facilities
- Regional governance models
- Rural and inter-municipal partnerships
- Public engagement and facilitation
- Municipal infrastructure planning
- Financial and operational analysis
- Locational and site analysis

## **8.0 SUBMISSION REQUIREMENTS**

Proposals shall include:

- 8.1 Cover Letter**
  - A signed cover letter confirming understanding of the project and ability to undertake the work.
  
- 8.2 Vendor Profile and Team Experience**
  - Description of the firm/team
  - Relevant project experience
  - Key personnel and roles
  - Municipal references
  
- 8.3 Proposed Methodology**
  - Detailed description of the proposed approach and work plan.
  
- 8.4 Community Engagement Strategy**
  - Outline of proposed public and stakeholder engagement methods.
  
- 8.5 Project Schedule (Appendix A)**
  - Detailed timeline and key milestones.
  
- 8.6 Addenda Acknowledgement (Appendix B)**
  
- 8.7 Declaration (Appendix C)**
  
- 8.8 Vendor's References (Appendix D)**
  
- 8.9 Subcontractor Form (Appendix E)**
  
- 8.10 Representation Warranty and Acknowledgement (Appendix F)**
  
- 8.11 Price Submission Form + Summary of Project Staff Rates (Appendix G)**

## **9.0 EVALUATION CRITERIA**

Proposals may be evaluated based on:

- Understanding of project objectives
- Relevant experience
- Quality of methodology
- Strength of engagement approach
- Qualifications of project team
- Experience with regional partnerships
- Fee proposal and value
- References

The Town reserves the right to interview shortlisted proponents.

## **10.0 PROJECT GOVERNANCE**

The study will be overseen by a Steering Committee consisting of representatives from:

- Town of Perth
- Township of Drummond/North Elmsley
- Tay Valley Township
- Township of Lanark Highlands

The Town of Perth will act as the lead municipality for procurement and contract administration purposes.

### **Project Lead:**

Cathy McNally  
Director of Community Services  
Town of Perth

### **10.1 Schedule of Meetings**

After the RFP has been awarded, a meeting schedule will be arranged between the chosen Vendor and the Municipal representative(s) to determine delivery and work schedules and progress reporting requirements. The chosen Vendor should expect several meetings with the municipalities throughout the project.

### **10.2 Final Review – Project Completion**

The Vendor shall notify the Project Representative in writing when, in the Vendor's opinion, the work has been substantially performed. Any deficiencies, errors, or omissions identified by municipal staff will be addressed in a timely manner. Final payment for the project will be made upon staff being satisfied that the Feasibility Study has been completed as described in this RFP.



**APPENDIX 'B' - ADDENDA ACKNOWLEDGEMENT**

**ADDENDA**

I have received and allowed for Addenda number(s) \_\_\_\_\_ in preparing my RFP.

I have included signed copies of all Addenda with this submission

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**APPENDIX 'C' - DECLARATION**

**(TO BE SIGNED AND SUBMITTED WITH PROPOSAL)**

**THIS PROPOSAL IS SUBMITTED BY:** \_\_\_\_\_

**TO THE TOWN OF PERTH**

1. I, \_\_\_\_\_ of \_\_\_\_\_

**DECLARE** that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is or are attached below has any interest in this submission or in the contract proposed to be taken.

2. **I FURTHER DECLARE** that this Proposal is made without any connection knowledge, comparison of figures or arrangement with any other company, firm or person making a Submission for the same project and is in all respects fair and without collusion or fraud.

3. **I FURTHER DECLARE** that no, Employee of the Town of Perth, Elected Officials, other than the person(s) shown on the Form of Proposals, is or will become interested directly or indirectly as a contracting part or otherwise in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be used therein or in any of the monies to be derived therefrom.

4. **I FURTHER DECLARE** that the several matters stated in the said Submission are in all respects true.

5. **I FURTHER DECLARE** that I have carefully examined the Request for Proposals document, and hereby acknowledge the same to be part and parcel of any contract to be let for the project therein described or defined and do all the work and to provide the services, and system mentioned for the municipal election for the prices stated on the Price Submission Form.

6. **I FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.

7. **I FURTHER DECLARE** that this offer is to continue open to acceptance until the formal contract is executed by the successful Vendor for the said project OR for a period of ninety (90) days after the closing date, whichever first occurs and that the Owner may, at any time, within that period, without notice, accept this Submission whether any other Submission has been previously accepted.

8. **I FURTHER DECLARE** that the awarding of the contract based on this Request for Proposals by the Owner shall be an acceptance of this Proposal.

9. **I FURTHER DECLARE** that in the event of default or failure on our part, that the Owner shall be at liberty to advertise for new Request for Proposals, or to carry out the works in any other way they deem best, and I also agree to pay to the said Owner the difference between this Request for Proposals and any greater sum which the said Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Request for Proposals; and to indemnify and save harmless the said Owner and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.

\_\_\_\_\_  
(COMPANY NAME)

\_\_\_\_\_  
(PRINT NAME)  
(SIGNATURE)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(TITLE)

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(WITNESS)

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(POSTAL CODE)

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(DATED)

**APPENDIX 'D' - VENDOR'S REFERENCES**

**VENDOR'S REFERENCES**

Name of Vendor's Company: \_\_\_\_\_

Please provide at minimum, three (3) references of similar service completed since January 1, 2021. The references must be, at minimum, equal in size, complexity and requirements outlined in this proposal.

References will be contacted at the sole discretion of the municipality. The municipality reserves the right, at its sole discretion; to investigate other than listed references.

<b>NAME OF CLIENT</b>	<b>CONTACT NAME &amp; PHONE NUMBER</b>	<b>DESCRIPTION OF PROJECT INCLUDING EXAMPLE OF FINAL REPORT</b>

**Note: The Vendor may provide additional information relevant to their experience and past projects.**

These references have been submitted by:

\_\_\_\_\_

(NAME)

\_\_\_\_\_

(SIGNATURE)

\_\_\_\_\_

(TITLE)

**APPENDIX 'E' - SUBCONTRACTOR FORM**

**SUBCONTRACTOR FORM**

The Proponent shall identify any subcontractors for whom they intend to complete part or parts of the work. Leave this form blank if not subcontracting any work.

Legal Name of Subcontractor:	
Type or Category of work:	
Years of Experience:	

Legal Name of Subcontractor:	
Type or Category of work:	
Years of Experience:	

Legal Name of Subcontractor:	
Type or Category of work:	
Years of Experience:	

Legal Name of Subcontractor:	
Type or Category of work:	
Years of Experience:	

(Use multiple sheets if required)

## APPENDIX 'F' - ACCESSIBILITY

### REPRESENTATION, WARRANTY AND ACKNOWLEDGEMENT REGARDING INTEGRATED ACCESSIBILITY STANDARDS

(Insert Company Name) \_\_\_\_\_

Hereby represents and warrants that:

1. My/Our employees, agents, volunteers or others, for whom I/we are responsible, including myself will have successfully completed Integrated Accessibility Standards Regulations prior to commencement of the Work on behalf of the Municipalities, in accordance with the award of Regional Recreation Feasibility Study.
2. The Accessible Customer Service Standard Training provided will encompass the following training content:
  - a. A review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard;
  - b. How to interact and communicate with people with various types of disability
  - c. How to interact with people with disabilities who use an assistive device, service animal or a support person;
  - d. How to use the equipment or assistive devices available on Township premises that are otherwise provided that may help with the provision of goods or services to people with disabilities;
  - e. What to do if a person with a particular type of disability is having difficulty accessing the Township's goods or services; and the Township's accessible customer service policies, procedures and practices governing the provision of goods or services to people with disabilities.

Pursuant to Section 7 of **Ontario Regulation 191/11**, Integrated Accessibility Standards ("IAS") made under the AODA, the Successful Bidder shall ensure that in addition to himself/herself, any of his/her employees, agents, volunteers, or others for whom he/she are responsible for that are working on this contract, will complete training, including training on the requirements in the IAS, highlighting the accessibility standards for Information and Communication, and a review of the Human Rights Code as it pertains to persons with disabilities and understanding the differences between the Human Rights Code and the IAS.

The Successful Bidder shall submit to the Municipalities, if requested, documentation describing their accessibility training policies, practices and procedures, and a summary of the contents of training. A record of the dates on which training was provided, complete with the names of the attendees, shall be included in the documentation.

The Municipalities reserve the right to require the Successful Bidder, at the Successful Bidder's expense, to amend his/her accessibility training policies, practices and procedures, if the Township deems them to not be in compliance with the requirements of the AODA.

The successful Bidder/Proponent shall only assign the employees who have successfully completed accessibility training, to provide services on behalf of the Township.

**Available Resources**

The following resources are available to the Bidder/Proponent:

Drummond/North Elmsley Township: [www.dnetownship.ca](http://www.dnetownship.ca)

Township of Lanark Highlands: [www.lanarkhighlands.ca](http://www.lanarkhighlands.ca)

Town of Perth <https://www.perth.ca/en/explore-perth/Accessibility.aspx>

Tay Valley Township <http://www.tayvalleytwp.ca/en/municipal-government/Accessibility.asp>

The Ministry of Community and Social Services website with resources to assist public and private sector organizations in complying with the Accessibility Standards:

[www.mcscs.gov.on.ca/en/mcscs/programs/accessibility/index.aspx](http://www.mcscs.gov.on.ca/en/mcscs/programs/accessibility/index.aspx)

Customer Service e-learning training module entitled “Serve-Ability”, produced by the Ministry of Community and Social Services:

[www.mcscs.gov.on.ca/en/serve-ability/index.aspx](http://www.mcscs.gov.on.ca/en/serve-ability/index.aspx)

Integrated Accessibility Standards Regulation training, developed by Curriculum Services Canada:

[www.accessforward.ca](http://www.accessforward.ca)

Human Rights Code training, developed by the Ontario Human Rights Commission

[www.ohrc.on.ca/en/learning/ohrc-elearning-your-elearning-source-human-rights](http://www.ohrc.on.ca/en/learning/ohrc-elearning-your-elearning-source-human-rights)

**Acknowledgement**

I/We, the undersigned, acknowledge and agree that this representation and warranty will be relied upon by the Municipalities and as such I/We solemnly provide this representation and warranty as if it was given under oath.

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Company Name

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Signature(s)

Print Name

Print Title

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Signature(s)

Print Name

Print Title

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Date

**I/We Have the Authority to Bind the Company**

**APPENDIX 'G' - PRICE SUBMISSION FORM**

**PRICE SUBMISSION FORM + SUMMARY OF PROJECT STAFF RATES**

I, the undersigned, have carefully read and examined the entire set of Request for Proposals document and understand the requirements to be met under this contract. I, for the prices set forth in this Submission, hereby offer to provide consulting services to create a Feasibility Study for a Regional Recreation Facility for the Town of Perth, Tay Valley Township, Township of Lanark Highlands and the Township of Drummond/North Elmsley, at the following prices:

**To be submitted in a separate file.**

	<u>PRICE</u>	<u>HST</u>	<u>TOTAL</u>
Phase 1: Background Review and Existing Conditions, Needs Assessment Community & Stakeholder Engagement,	\$	\$	\$
Phase 2: Facility Program Development, Governance and Service Delivery Review, Locational Analysis and Site Evaluation, Financial Analysis and Funding Strategy	\$	\$	\$
Phase 3: Implementation Strategy, Final Report, Presentations to Councils	\$	\$	\$
<b>TOTAL</b>			\$

I have received and understand the requirements of this document and submit this list of Vendor Teams/Sub-contractors and costing.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

**Project Staff Rates: Should further work be required beyond the project scope, please outline your staff project rates:**

Employee Name

Hourly Rate

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## APPENDIX 'I'- VENDOR'S CHECKLIST

### VENDOR'S CHECKLIST

This checklist is provided for the convenience of the Vendor to ensure that all required documents have been completed and enclosed in the Submission envelope in this order.

**Please check (√) the items required and return with your Submission.**

- Cover Letter
- Vendor Profile and Team Experience
- Proposed Methodology
- Community Engagement Strategy
- Project Schedule (Appendix 'A')
- Addenda Acknowledgement Form (Appendix 'B')
- Signed and witnessed Declaration (Appendix 'C')
- Signed and completed Vendor's References (Appendix 'D')
- Subcontractor Form (Appendix 'E')
- Representation, Warranty and Acknowledgement Regarding Integrated Accessibility Standards (Appendix 'F')
- Signed and completed Price Submission Form + Project Staff Rates (Appendix 'G') **Submitted in a separate file**

### **Future Requirements (Post Project Award)**

- Workplace Safety and Insurance Board (WSIB) Clearance Certificate (required prior to execution of contract).
- Insurance Certificate (required prior to execution of contract).
- Contract execution.
- Warranty information.

**APPENDIX 'H' - AGREEMENT**

**TOWNSHIP OF DRUMMOND/NORTH ELMSLEY, TOWNSHIP OF  
LANARK HIGHLANDS, TAY VALLEY TOWNSHIP, CORPORATION  
OF THE TOWN OF PERTH  
AGREEMENT**

This Agreement made in quadruplicate this \_\_\_\_ day of \_\_\_\_\_.

**BETWEEN:** Township of Drummond/North Elmsley, Township of Lanark  
Highlands, Tay Valley Township, and the Corporation of the Town of  
Perth  
(Hereinafter referred to as "Owners")  
**OF THE FIRST PART**

**AND:** (Consultants Name)  
(Hereinafter referred to as "the Consultant")  
**OF THE SECOND PART**

**WHEREAS** authority is given under the Municipal Act for the Clerk to engage in contracts on behalf of \_\_\_\_\_ (the Owner) for the purpose of providing consulting services;

**AND WHEREAS** the \_\_\_\_\_ (Owner) is desirous of engaging (Consultant name) to undertake (Type of Services);

**NOW THEREFORE** the \_\_\_\_\_ (Owner) and the Consultant hereby agree to the following terms and conditions:

1. The Consultant will provide the services and undertake the work as set out in the Form of Submission Document for the project (attached hereto as Schedule 'A') and as described in the proposal submitted by the Consultant and dated (date) (attached hereto as Schedule 'B'), all documents forming part of this Agreement.
2. The Consultant guarantees that they will undertake the services as presented in this document, irrespective of other contracted obligations of the Consultant.
3. The Consultant shall not assign or sublet the whole or any part of this Contract without the prior written consent of the \_\_\_\_\_ (Owner), unless the use of subcontractors is expressly stated in the proposal submitted by the Consultant and accepted by the \_\_\_\_\_ (Owner).
4. The Consultant acknowledges that while performing the services under this Contract, that it is not an employee of the \_\_\_\_\_ (Owner), and as such shall be responsible for the payment of all expenses required by law, including, but not necessarily limited

to, Employment Insurance premiums, Income Tax, Canada Pension Plan contributions, etc., failing which the Consultant shall reimburse the \_\_\_\_\_(Owner) for any expenses it may have to pay as a result of the Consultant neglecting to do so.

5. The \_\_\_\_\_(Owner) agrees to pay the Consultant the fees and associated disbursements for the provision of (*service provided*) to an upset limit of \$###, exclusive of HST. Any additional expenditures or disbursements shall not be incurred without the prior expressed written approval of the \_\_\_\_\_(Owner).
6. The Consultant will invoice the \_\_\_\_\_(Owner) for work that has been completed at key intervals as set out in (Appendix 'G'). Such invoices shall include a detailed description of the tasks included therein, in conformity with the approved work plan, and shall contain a list of the disbursements and applicable taxes. The \_\_\_\_\_(Owner) hereby agrees to pay the invoices in a timely fashion.
7. In the event of any dispute with respect to the payment of the invoices which cannot otherwise be resolved between the Consultant and the \_\_\_\_\_(Owner), the Consultant and the \_\_\_\_\_(Owner) hereby agree to submit the matter to an impartial arbitrator under the *Arbitrations Act*, whose decision shall be final and binding. In the event that a matter is referred to an arbiter under this Article, the parties agree to equally share the cost of the arbiter and any related expenses.
8. The Consultant will cooperate with the \_\_\_\_\_(Owner's) auditor with respect to any financial matters involving business between the Consultant and the \_\_\_\_\_(Owner).
9. The Consultant shall, at all times during the term of this Agreement, maintain not less as per Section 2.4 of the RFP Document (Schedule 'A') with the Town as a named insured. A copy of the insurance policy shall be filed with the \_\_\_\_\_(Owner) upon the commencement of the Agreement and the \_\_\_\_\_(Owner) shall be advised immediately of any change in status in the insurance coverage required pursuant to this Article.
10. All information collected by the Consultant in the performance of the services described herein shall be considered to be the property of the \_\_\_\_\_(Owner) and shall be surrendered to the \_\_\_\_\_(Owner) immediately upon request for same. It is understood that in the collection of any information, that the Contractor will have proper regard for the *Municipal Freedom of Information and Protection of Privacy Act*, and that the disclosure of any information collected will be pursuant to the requirements of the legislation as embodied in the procedures set out by the \_\_\_\_\_(Owner), and as per Section 2.16 of the RFP Document (Schedule 'A').
11. This Agreement shall be effective from the date of its signing thereof and the terms of this Agreement shall remain in force and effect until the project is completed, unless

otherwise amended in writing and agreed to by both the \_\_\_\_\_(Owner) and the Consultant.

12. This Agreement shall be subject to the applicable laws of Canada and Ontario.

13. Both the Workplace Safety and Insurance Board (WSIB) Clearance Certificate and proof of Insurance shall be provided to the \_\_\_\_\_(Owner) prior to the signing of the Agreement.

**THE** \_\_\_\_\_(Owner)

\_\_\_\_\_  
xxxxxxx, Reeve of Tay Valley Township

\_\_\_\_\_  
xxxxxxx, Clerk of Tay Valley Township

\_\_\_\_\_  
xxxxxxx, Reeve of Township of Lanark Highlands

\_\_\_\_\_  
xxxxxxx, Clerk of Township of Lanark Highlands

\_\_\_\_\_  
xxxxxxx, Reeve of Township of Drummond/North Elmsley Township

\_\_\_\_\_  
xxxxxxx, Clerk of Township of Drummond/North Elmsley Township

\_\_\_\_\_  
xxxxxxx, Mayor of the Town of Perth

\_\_\_\_\_  
xxxxxxx, Clerk of the Town of Perth

**CONSULTANT**

\_\_\_\_\_  
“I/We have the authority to bind the Corporation”