

TERMS OF REFERENCE

CONSULTING SERVICES FOR

TOWN OF SNOW LAKE

Detailed Development Plan and Zoning By-law Review

I. INTRODUCTION

The Town of Snow Lake has been experiencing various development pressures and undergone major changes over the past several years. With the passing of time, the Town's Development Plan By-law and Zoning By-law have become less effective in enabling the community to respond to current land use challenges. Consequently, the two by-laws need updating.

Development Plan

The current Development Plan is in need of an extensive review. The *Provincial Planning Regulation (81/2011)* provides details on the content and studies required for the review of a development plan. The Regulations are designed to promote higher standards in support of more comprehensive planning. It will be the responsibility of the successful consultant to ensure the Development Plan and necessary studies comply with the Regulations.

In addition to the timing requirement for a detailed review under The Planning Act, there are a number of significant issues, which require new or updated policies:

- Diversification of the local economy
- An examination of Crown Lands currently owned by the Province of Manitoba within the municipality, available for development
- Increased commercial development opportunities along Elm Street and Balsam Street in the town centre
- Increased industrial land development opportunities
- Appropriate allowance for increased diversification of housing typologies (senior housing, tiny homes, secondary suites, shipping containers, etc.)
- The ability of residents to age in place and remain in community
- Planning for the future effects of climate change on infrastructure and transportation networks
- Increased safety through design principles employed in public spaces
- Regulations for the development and expansion of mining camps

Background Studies

Ideally the Town of Snow Lake should review Appendix C and determine what studies, if any, would be essential in the Town's case.

Secondary Plans

The consultant will be expected to identify and recommend instances where secondary plans are warranted. (Section 63(1) of The Planning Act).

Zoning By-law

Further to the above, the consultant will be expected to undertake a detailed review of the existing Zoning By-law (By-Law No. 846/06) for the purpose of updating and aligning the document with the newly revised Development Plan.

II. ROLE OF THE PLANNING CONSULTANT

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

1. Prepare an assessment of the relevant conditions within the Town of Snow Lake area to be presented as a public document in the form of a background study (as per Appendix A).
2. Public participation is an essential component of good planning processes. Decisions made about the use of land will affect the lives of community members, with implications being felt over the long term. As a result, the public has an interest in what decisions are made and the how those decisions are reached. Bringing diverse interests into the planning process is essential to building consensus and making the process more meaningful.

The successful consultant must undertake an effective community consultation process involving

- Visioning Exercise
 - a) The consultation will lead to development of a long-term vision that will support the health and well-being of residents, the economy and economy of the municipality and set goal policies and timelines for achieving the vision.

- Background Study (Public Feedback)
 - b) The consultant shall utilize the Town of Snow Lake website to provide relevant information about the Town, summarized from the Background Study. The consultant shall also prepare a series of information articles about the Town of Snow Lake development plan review process to be published in local media and distributed in community newsletters or other means of dissemination as deemed by Council.
 - c) At least one (1) in person community “open house” meeting shall be held, with a view to engaging meaningful discussion on development objectives and policy options.
- Development Plan/Zoning By-laws – presentation, public feedback
 - d) At least one (1) in person community “open house” meeting shall be held for each document, with a view to engaging meaningful discussion on proposed development plan policies and zoning by-law provisions.

This consultation process will assist in the formulation of a draft Development Plan and Zoning By-law prior to the formal public process for by-law adoption.

3.
 - a) To develop a comprehensive Development Plan for the Town of Snow Lake in conformity with Provincial Planning Regulation 81/2011. The Development Plan must reflect and coordinate with other relevant plans and policies that are mutually supportive. Among other requirements, the Development Plan must consider, and generally consistent with the policies in Part 3 of the Provincial Planning Regulation 81/2011:
 - 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 the school board finances and local school division needs.
 - e) Review and revise the existing Zoning By-law for the Town of Snow Lake in accordance with the terms of reference.
 - f) All planning documents (Development Plan and Zoning By-law) are to be suitable for adoption and administration by local government and, in the case of the Development Plan, approval by the Province of Manitoba. Please note that the consultant will be responsible for all changes to the By-laws required following provincial review and public consultation that may be required for the second reading of the by-laws.

The contract with the consultant will be complete when Council has given the by-laws (Development Plan By-law and Zoning By-law) second reading.

III. ROLE OF THE DEPARTMENT OF MUNICIPAL AND NORTHERN RELATIONS

1. Municipal and Northern Relations will provide financial assistance to the Town of Snow Lake for hiring a planning consultant to undertake the Development Plan By-Law and Zoning By-Law project in accordance with a letter of offer between the Minister and the Town.
2. The Department will assist the Town with the review of consultant proposals and planning consultant selection to undertake work, involving preparation of planning by-laws and background studies.
2. The Department will assist the Town by providing an advisory service to them during all phases of the development of the local planning program, including review and comments on draft documents submitted by the consultant to the Town.
3. The Department will provide copies of the existing Development Plan and Zoning By-laws for the Town of Snow Lake. 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 will be shared. Furthermore, Departmental staff may be contacted on various matters as may be required by the consultant.
4. The Department will prepare appropriate maps, including background study, development plan and zoning maps, to be adopted as part of planning by-laws.

Maps shall be provided using:

- a) PDF files for production of paper copies and,
 - b) ArcGIS Pro, latest version, format to the Town of Snow Lake and the consultant if requested.
5. The Department will assist the Town with the provincial review and approval of the Development Plan By-law as prescribed by *The Planning Act*.
 6. As well, the Department will assist with the provincial review and adoption by the Town of any Zoning By-laws as prescribed by *The Planning Act*.

IV. AWARDING THE CONTRACT

The contract for work will be awarded by the Town on the quality of the proposal, including but not limited to the qualifications and experience of the planning consultant and the proposed cost estimate submitted to the Town for its consideration. The contract award is not necessarily based solely on the lowest bid. Time shall be of the essence in the study, and consultants are encouraged to submit timelines for the completion of work with the submission of their proposal.

V. DELIVERABLES

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

1) Town of Snow Lake

- * One (1) electronic copy on flash drive;
- * Six (6) bound paper copies complete with text, maps and covers.

2) Municipal Government

- * One (1) electronic copy on flash drive as above;
- * Two (2) bound paper copies as above.

These deliverables shall be provided within 18 months of the date of commencement of the consultant contract, or on such other date as may be mutually agreed upon by the Town and the consultant.

All text material shall be provided using Microsoft Word software and shall be formatted to fit within a conventional 8 ½ x 11-inch page and stored electronically on a flash drive.

The deliverables and all related materials thereto shall be deemed the property of the Town and Manitoba Municipal Relations. The planning consultant, in accepting this project, waives any copyright privileges.

In its discretion, the Town may further modify the text and may make additional copies of the material, whether 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 Town.

APPENDIX “A”

BACKGROUND STUDY TERMS OF REFERENCE

Town of Snow Lake

In order to proceed with the preparation of a long-term development strategy for the Town of Snow Lake and its surrounding area it will be necessary to undertake a background study. This study will need to include, but may not be limited to, an assessment of the current socio-economic context, infrastructure assessment and potential for development within the Town. Beyond this, the consultant may also outline in detail the need for further studies required within the Town, if the scope of the work is necessitated by growth and/or environmental considerations. Additional studies recommended by the consultant must be costed separately and have approval from the Town of Snow Lake, prior to undertaking. This should be indicated at the stage of proposal submission.

The consultant needs to review current studies and reports such as the Snow Lake Sustainable Community Plan, the Snow Lake Water Distribution Study, the Snow Lake Landfill Engineering Study and any other studies, reports, and concept plans prepared for the Town to ensure that their background study builds on existing information while avoiding duplication of work. This should be reflected in the proposal submitted for consideration to the Town.

The background study shall reflect the current circumstances existing within the Town. Consultants will be required to consider both the historical and current contexts within the Town, offering an assessment of changes in the recent past. The Background Study shall consider the following:

- 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) supply and demand for residential development, existing housing stock and projected housing needs;
- d) analysis of the bio-physical settings, focussing natural resources, agriculture, mineral resources, and wildlife;
- e) capacity of resources, such as water, to support development;
- f) existing and forecasted drinking water servicing and wastewater management needs of the Town 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) the traffic impacts of development and the options for addressing future transportation needs;
- i) existing and forecasted amounts and sources of greenhouse gas emissions;
- j) vulnerabilities of the Town to climate change; and
- k) other matters related to the present or future physical, environmental, social, cultural or economic characteristics of the Town that may be relevant to the Development Plan.

A general overview and analysis will be required considering community infrastructure systems, particularly water supply and distribution systems, sewage disposal systems, including collection and treatment, transportation and drainage systems, and solid waste management. It is expected that the awarded consultant will advise the Town on the necessity of additional studies required within the Town, which cannot be considered within the scope of the Development Plan.

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

APPENDIX “B”

**TERMS OF REFERENCE
MAP & MAPPING DATA STANDARDS**

TOWN OF SNOW LAKE

The Department of Municipal and Northern Relations will undertake all mapping associated with the project in accordance with Department standards.

APPENDIX “C”

**TERMS OF REFERENCE
PROVINCIAL PLANNING REGULATIONS (REG. 81/2011)**

TOWN OF SNOW LAKE

PROVINCIAL INTEREST

Planning authorities are responsible for land use planning within their own ***planning areas***. To help guide development and manage change, planning authorities adopt development plan by-laws.

Development plan by-laws set out the goals and policies for development within a ***planning area***. They are the cornerstone for decision-making related to land use and development and must be kept current to reflect the goals and vision the community is trying to achieve. They also need to be respectful of aboriginal and treaty rights and any requirements for consultation.

While land use decisions are a local responsibility, the Province has a vested interest in how land and resources are planned and how development occurs across Manitoba. The ***PLUPs*** express this interest and development plan by-laws must be generally consistent with them.

"Generally consistent" means that development plan by-laws will embody the principles of sound land use planning as expressed in the ***PLUPs***, and the goals, plans and policies contained in development plan by-laws will reflect the spirit and intent of the ***PLUPs***. This is important because once a development plan by-law is adopted, the ***PLUPs*** no longer

apply to the **planning area** until a plan is being amended or reviewed. As such, a development plan by-law is jointly approved and endorsed by both the **planning authority** and the Province.

To ensure that development plan by-laws are prepared consistently and of a high standard, the following requirements outline how plans should be prepared, amended, and reviewed. In addition, the policy areas set out in the **PLUPs** provide the content that should be addressed by development plan by-laws, as they reflect the provincial interests.

It is also intended that development plan by-law policies be mutually supportive of the policies of other local or regional plans, including integrated watershed management plans, transportation plans, municipal emergency and business continuity plans and climate change action plans.

Development plans need to be respectful of Treaty and Aboriginal rights and any requirements for consultation.

The goal is to ensure that all planning authorities adopt comprehensive and integrated development plan by-laws within the overall provincial policy framework that supports the sustainable development of Manitoba and reflects the provincial interest in and local considerations for land, resources, and development.

Long-term Vision to Guide Process

- 1(1)** A **planning authority** must, when preparing its development plan, develop a long-term vision that supports the health and well-being of residents, the economy and environment of the **planning area**, and set goals, policies, and timelines for achieving the vision.
- 1(2)** When reviewing or amending its development plan, a **planning authority** must ensure that:
 - (a) its long-term vision is reviewed and updated if necessary; and
 - (b) amendments to the development plan are considered in the context of the long-term vision.

Coordination

- 2(1)** A **planning authority** must ensure that its development plan reflects and is coordinated with:
 - (a) other relevant plans, and that the policies within the various plans are mutually supportive; and
 - (b) provincially approved plans for highway system upgrading or enhancement.

2(2) For the purposes of subsection (1), and without limitation, a **planning authority** must consider the following when preparing its development plan:

(a) the development plans for the areas within the same region as the **planning authority**, and in particular the development plans for the areas adjacent to the **planning area**;

(b) local environmental plans, including any applicable climate change action plans;

(c) integrated watershed management plans and basin or aquifer plans that have been done for any part of the **planning area**;

(d) local wastewater management and drinking water service plans;

(e) transportation plans;

(f) access management plans that are based on the local road hierarchy and traffic forecasts.

2(3) A **planning authority** must consult with the Public Schools Finance Board and local school divisions to ensure that its development plan and any subsequent secondary plans:

(a) contain appropriate policies to support the needs of the Finance Board and local school divisions; and

(b) take into consideration the long-term land use and development impacts that the siting of public education facilities will have in the **planning area**.

Development Plan Requirements

3(1) A development plan must identify and compare the location of resources and environmental features with the location of existing development, to identify the opportunities for growth and the limits to growth in the **planning area**.

3(2) A development plan must identify a road hierarchy for local roads that determines the functions and significance of those roads and their place within the regional and provincial transportation system. For the purposes of this policy, the provincial transportation system means provincial trunk highways, provincial roads, seasonal roads, airports, rail lines and facilities and ferry docking facilities identified on the map in Appendix 3. **Studies to be Done as Part of Development Plan**

4(1) In preparing, amending, or replacing a development plan, a **planning authority** must undertake the analysis and surveys of the **planning area** that are appropriate and necessary, including analysis and surveys of:

(a) the economic and fiscal capacity of the **planning area** to support and pay for development;

- (b) the agriculture, forestry, wildlife, heritage, natural lands, and **mineral** resources in the **planning area**;
- (c) the capacity of resources, such as **water**, in the **planning area** to support development;
- (d) demographic and population projections;
- (e) the supply and demand for residential and other land uses;
- (f) the existing housing stock and projected of housing needs;
- (g) the traffic impacts of development and the options for addressing future transportation needs;
- (h) the existing and forecasted amounts and sources of greenhouse gas emissions;
- (i) the existing and future drinking water servicing and wastewater management needs of the **planning area** and options for addressing those needs;
- (j) the vulnerabilities of the **planning area** to climate change; and
- (k) any other matter related to the present or future physical, environmental, social, cultural, or economic characteristics of the **planning area** that may be relevant to the development plan.

4(2) The **planning authority** must undertake the required analysis and surveys with the assistance of qualified professionals in planning and other related disciplines and have the level of detail and complexity of the analyses and surveys prepared to a degree that corresponds to local circumstances and the matter under consideration.

Long-Term Land Uses to be Addressed

5(1) A **planning authority** must ensure that its development plan provides for an appropriate mix of land uses, within the **planning area's** regional context, to meet the anticipated needs of the **planning area**.

5(2) In order to ensure that the anticipated needs are met, the **planning authority** must:

- (a) using recent and projected growth rates,
 - (i) provide a sufficient supply of serviceable lots to accommodate demand for various land uses over the intermediate planning horizon, and

(ii) designate land uses and identify directions for growth based on a long-term planning horizon; and

(b) take into consideration the regional supply and demand for land uses when designating land.

5(3) As part of its planning for the intermediate and long-term planning horizons, a **planning authority** must identify the **public services** that are planned or required over those periods, and address how the expenses respecting the **public services** will be paid.

Inconsistency

6 A provision of a development plan by-law that is inconsistent with an enactment in force in the province is of no effect to the extent of the inconsistency.

Issue Date: July 15, 2026
Closing Date: August 21, 2026 at 4:30 p.m. Central Daylight Time
Contact Bret Mack, Community Planning Services 1-204-945-4988.

This RFP does not constitute a commitment to award. The Town reserves the right to accept or reject any or all proposals without incurring liability.

Proponents are responsible for all costs of proposal preparation.

Any actual, potential, or perceived conflict of interest must be disclosed.

Submissions are subject to The Freedom of Information and Protection of Privacy Act (FIPPA) of Manitoba.

Consultant shall submit 8 copies (1 of which shall be unbound) plus one electronic copy and should be forwarded in sealed envelopes, by: August 21, 2026

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- If you require any further information or clarification about this proposal, please contact Bret Mack, Community Planning Services, Manitoba Municipal and Northern Relations at 1-204-945-4988.