



THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-031

Being a By-Law to enter into an agreement with Fotenn Planning and Design to develop a new Official Plan and Comprehensive Zoning By-Law.

Whereas, pursuant to Section 9 of the Municipal Act, 2001, S.O. 2001, c 25, a Council may enter into Agreements;

And further that the Council for the Town of Latchford deems it expedient to enter into an agreement with Fotenn Planning and Design for the development of a new Official plan and Comprehensive Zoning By-law;

Now therefore, the Council of the Corporation of the Town of Latchford hereby enacts as follows:

1. **That**, authority is hereby granted to the Mayor and Clerk to enter into an agreement with Fotenn Planning and Design.
2. **And that**, the agreement attached as Schedule A forms part of the by-law.
3. **And that**, any and all actions taken and required to be taken by the Mayor and Clerk on behalf of the Corporation of the Town of Latchford to complete this matter including the execution of the Agreement and any other associated documentation are hereby authorized, confirmed and ratified.
4. **And further that**, this by-law shall come into force and take effect immediately upon the approval of Council.
5. **And finally**, the Clerk for the Corporation of the Town of Latchford is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law or its associated schedule.

Read a first, second and third time and finally passed on the 18th day of August, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk

Contract For Planning Services

Town of Latchford – Consulting Services for New Official Plan and Zoning By-law

Date: July 27, 2026
 Prepared by: Jaime Posen, RPP MCIP

Client Information:

Attn:
 Malorie Robinson, CAO/Clerk-Treasurer
 The Corporation of the Town of Latchford
 PO Box 10
 Latchford, ON P0J 1N0
mrobinson@latchford.ca

Proposal Date: July 27, 2026
 Contract Value: \$55,360.00 + HST
 Contract Scope: Consulting Services for New Official Plan and Zoning By-law

Description of Work	Value
Fotenn to support the Town in preparing a new, forward-looking Official Plan and Comprehensive Zoning By-law. Tasks include: / Project Team Meeting No. 1 (in person) and Tour of Town / Special Meeting of Council No. 1 (Exact timing will be determined in consultation with Town staff) / Background and Best Practice Review / Prepare Engagement Strategy / Initial Notification and Stakeholder Outreach / Ministry of Municipal Affairs and Housing Pre-Consultation / Existing Conditions and Growth Review / Summary Report and Identification of Additional Studies / Undertaking additional studies approved by town (Scope and timing will be determined in consultation with Town staff) / Prepare First Draft Documents / Provincial One Window Review / Public Open House / Prepare Subsequent Drafts / Statutory Public Meetings / Final Revisions / Council Adoption / Support on finalizing materials A detail of the Proposed Fees is included in Section D of the Proposal.	
Professional Fees (including \$1,200.00 Disbursements)	\$55,360.00



HST	\$7,196.80
Total Contract Value	\$62,556.80

By signing this contract, the Corporation of the Town of Latchford agrees to the terms of the Proposal dated July 27, 2026, including the fees outlined in this contract.

For Town of Latchford

Date