

REQUEST FOR PROPOSAL
CONSULTING SERVICES FOR THE
SOUTH CENTRAL PLANNING DISTRICT
DETAILED ZONING BY-LAW REVIEWS
FOR THE MUNICIPALITIES OF
LORNE, LOUISE, NORFOLK TREHERNE, VICTORIA

Professional services for the review of Zoning By-Laws.

Agnes Tack, Secretary Treasurer
On behalf of the Board of the
South Central Planning District
Box 40
Holland MB R0G 0X0
Phone: 1-204-526-2800
Email: atack@scpd.ca

TERMS OF REFERENCE

CONSULTING SERVICES FOR THE SCPD PLANNING DISTRICT: DETAILED ZONING BY-LAWS REVIEWS FOR THE MUNICIPALITIES OF LORNE, LOUISE, NORFOLK TREHERNE, AND VICTORIA

I. INTRODUCTION

The SCPD Planning District was established to support development in the 4 Municipalities of Lorne, Louise, Norfolk Treherne and Victoria. Under this mandate, the SCPD Planning District is assisting member municipalities to coordinate and update their respective zoning by-laws.

The Zoning By-laws of each of the Municipal Partners of the South Central Planning District must be updated to be generally consistent with the SCPD Development Plan 35-2019, and be coordinated to facilitate enforcement by each of the Municipal Partners of SCPD – Lorne, Louise, Norfolk Treherne and Victoria.

The SCPD Development Plan By-law No. 35-2019 was approved on February 12, 2020.

Current Zoning By-laws and Zoning Maps can be found on our SCPD website – www.scpd.ca
They are as follows

Municipality of Lorne

- M of Lorne Zoning By-Law No. 1682 2006
- Village of Notre Dame de Lourdes Zoning By-Law 35-05
- Village of Somerset Zoning By-Law 482-2005
- Bylaw 05-15 Notre Dame Zoning Amendment
- Bylaw 13-15 Somerset Re-Zoning Railway Crossroads
- Bylaw 17-16 Zoning Amendment Storage Containers Somerset
- Bylaw 18-16 Zoning Amendment Storage Containers Notre Dame
- Bylaw 19-16 Zoning Amendment Storage Containers Lorne
- Bylaw 30-18 Re-zoning Notre Dame de Lourdes
- Bylaw 31-18 Zoning Amendment Lorne
- Bylaw 51-19 Re-zoning Notre Dame de Lourdes
- Bylaw 58-20 Zoning Admendment – Notre Dame de Lourdes

Municipality of Louise

- Crystal City Zoning Bylaw 7-2010
- RM of Louise Zoning Bylaw 7-92
- Town of Pilot Mound Zoning Bylaw 2010-4
- Bylaw 12-98 RM of Louise Zoning Bylaw Amendment Livestock
- Bylaw 2020-12 M of Louise Zoning Bylaw Amendment

Municipality of Norfolk Treherne

RM of South Norfolk Zoning By-Law 2452-05
Zoning Bylaw Amendment 2512 2013 Mobile Homes
Zoning Bylaw Amendment 2515 2013 Lavenham
Zoning Bylaw Amendment 47 2018 Cannabis Rural
Town of Treherne Zoning By-Law 851 - 2005
Zoning Bylaw Amendment 48 2018 Cannabis Urban
Zoning Bylaw Amendment 893-2011 Permitted Uses Dwellings
Zoning Bylaw Amendment 909-2013 Urban Non-Residential Zone

RM of Victoria

RM of Victoria Zoning By-Law 1266 2005
Zoning Bylaw Amendment 1322 2010 Canvas Buildings
Zoning Bylaw Amendment 1348 2012 Sea-Can Storage Containers
Zoning Bylaw Amendment 1402 2017 Nurseries & Greenhouses
Zoning Bylaw Amendment 1410 2018 Cannabis Cultivation

The review and coordination of the zoning by-laws should address the following:

- Combining zoning by-laws for amalgamated municipalities
- Increasing the consistency of format, appropriate level of oversight and terminology across the planning district, while accommodating some differences as required by Municipal councils.
- Ensuring urban zones are broad enough to allow for a variety of uses.
- Integrating information from the water and waste water management plans
- Including site specific standards to govern rural home businesses and industries
- Increasing the clarity regarding requirements for varied uses in Agricultural Zones
- Ensuring consistency with the policies and designations of the SCPD Development Plan By-law 35-2019.

A more complete list can be found in Appendix A of this RFP.

II. ROLE OF THE PLANNING CONSULTANT

The successful planning consultant for the new Zoning By-laws will complete the following tasks under contract:

1. Work closely with the Municipalities' C.A.O.s and the SCPD Development Officer, reviewing background information, reporting and mapping, including the current SCPD development plan and background study.
2. Review the existing Zoning By-laws identifying areas where inconsistencies should be resolved and where updates following the Development Plan are required.
3. Hold at least one (1) community "open house" in each Municipality and meet with each council, to engage in meaningful discussions on zoning updates and policy options for the Municipal Partners of South Central Planning District. Provide other opportunities for community members to give input such as surveys or key stakeholder consultations. This consultation process will assist in the formulation of draft Zoning By-laws, prior to the formal public process for by-law adoption.
4. Review and revise the existing municipal Zoning By-laws and prepare a new Zoning By-law for each of the Municipal Partners of the South Central Planning District. The Zoning By-law must reflect and coordinate with other relevant plans and policies that are mutually supportive, in particular, the current SCPD Development Plan.
5. The Zoning Plan By-Law is to be suitable for adoption (including format and grammar) and administration by local government. Please note that the consultant will be responsible for all changes to the By-Law required following provincial review and public consultation that may be required for the second reading of the By-Law.
6. Prepare preliminary Zoning By-law maps for the consultation process. Work with the Community and Regional Planning branch of Manitoba Municipal Relations to finalize draft maps prior to first reading.
7. Post relevant information summarized in the draft By-Laws on the SCPD and Municipal Partner's websites. The consultant shall also prepare information articles about the Zoning By-Law review process to be published in the local newspapers and distributed in community newsletters or other means of dissemination as deemed by the Board.

III. ROLE OF MANITOBA MUNICIPAL RELATIONS

1. Manitoba Municipal Relations (the Department) may provide financial assistance to SCPD through the Building Sustainable Communities grant program. SCPD or the Municipalities may delay the contract until decisions regarding funding through the grant program are made.
2. The Department will assist the Planning District with the review of consultant proposals and planning consultant selection.
3. The Department will assist the District Board (Board) by providing an advisory service to the Board during all phases of the development of the zoning by-laws, including review and comments on draft documents submitted by the consultant to the Board.
4. The Department, on request, will provide copies of the current SCPD Development Plan By-law 35-2019 and Zoning-Bylaws for the Municipal Partners of the South Central Planning District, 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, the consultant may contact Departmental staff on various matters as may be required.
5. The Department will assist the SCPD and Municipalities to ensure that the Zoning By-laws are consistent with the SCPD Development Plan By-law 35-2019 as prescribed by The Planning Act.
6. The Department will work with the consultant to finalize the zoning by-law maps and ensure compatibility of data with provincial systems prior to first reading of the by-law.

IV. AWARDING THE CONTRACT

The contract for work will be awarded by the SCPD and Municipalities based 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 Planning District for its consideration. The contract award is not necessarily based solely on the lowest bid.

Time shall be of the essence in the by-law development, and consultants are encouraged to submit timelines for the completion of work with the submission of their proposal.

The Municipalities reserve the right to award the contracts to different planning consultants for the Zoning By-law reviews, and to allow these reviews to occur concurrently.

V. DELIVERABLES

The planning consultant shall supply any and all necessary copies of the Zoning By-laws as follows:

- 1) SCPD Planning District Board
 - * One (1) electronic copy in mutually acceptable format;
 - * Two (2) bound paper copies complete with text, maps and covers.

- 2) Member Municipal Councils
 - * One (1) electronic copy as above for each Council;
 - * Two (2) bound paper copies as above for each Council.

- 3) Manitoba Municipal Relations
 - * One (1) electronic copy in Word and
One (1) electronic copy in PDF or as above;

These deliverables shall be provided within 12 months of the date of commencement of the consultant contract, or on such other date as may be mutually agreed upon by the Planning District Board 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 CD or other mutually acceptable format.

Maps shall be provided using:

- a) ArcGIS Version 10 and AutoCAD .dxf format; and,
- b) a reproducible system for production of paper copies.

GIS Data produced as part of map creation for the project shall be provided according to the attached Data Creation Standards (see Appendix B).

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

In its discretion, the SCPD Planning District or respective Council 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 or the respective Councils.

VI. CONSULTANT'S PROPOSAL SUBMISSION

The consultant shall provide a proposal submission to the Planning District, 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.
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 zoning by-laws, including a description of the proposed consultation process.
4. Identify the source of the electronic base maps and proposed timing of work with The Department to develop 1st reading maps; and,
5. Provide a cost-breakdown for each major component separately, the Zoning By-laws preparation and electronic mapping, plus meeting, travel, and incidental costs.
6. Provide a cost break down for each municipal zoning by-law, if contracted separately.

Consultants must submit proposal fees separately from the Zoning By-law process.

Consultant shall submit 1 bound copy and 1 electronic copy and should be forwarded in sealed envelopes, by:

November 30, 2020
SCPD Planning District Board
c/o Agnes Tack, Secretary/Treasurer

- If you require any further information or clarification about this proposal, please contact:
- Brent Baete, Development Officer, South Central Planning District at 1-204-526-2800; e-mail bbaete@scpd.ca or
- Inonge Aliaga, Community and Regional Planning Services, Manitoba Relations at 1-204-870-1221; e-mail Inonge.Aliaga@gov.mb.ca

APPENDIX "A"

TERMS OF REFERENCE

SOUTH CENTRAL PLANNING DISTRICT

The South Central Planning District was established by the Rural Municipalities of Lorne, South Norfolk, and Victoria together with the incorporated communities of Treherne, Somerset, and Notre Dame de Lourdes.

With municipal amalgamations in 2015, the Planning District was represented by the Municipality of Lorne, the Municipality of Norfolk Treherne, the Rural Municipality of Victoria.

On July 6, 2017, the Planning Districts Regulation approved the application of the Municipality of Louise to become a member of the South Central Planning District and became effective September 1, 2017.

The Planning District represents the first major step by these municipalities in coordinating planning services and managing development for their region.

Collectively, the Planning District's rural municipalities and urban and settlement centres share common goals and appreciate that broader community objectives can best be achieved through co-operative actions.

These actions include stimulating economic development, providing guidelines to reduce conflicts between livestock operations and other land uses; protecting sensitive environmental areas; and developing strategies to support community revitalization and population growth.

The South Central Board consists of 9 members representing the 4 Municipal Partners – Refer to Reference # 1. A directory of the 4 Municipal Partners is provided in Reference # 2.

MEMBERSHIP ON THE SCPD BOARD

2.1 The Board of the planning district shall be comprised of 9 directors:

- a) 4 director(s) appointed by the Municipality of Lorne;**
- b) 2 director(s) appointed by the Municipality of Norfolk Treherne;**
- c) 1 director(s) appointed by the Rural Municipality of Victoria;**
- d) 2 director(s) appointed by the Municipality of Louise;**

APPOINTMENT OF DIRECTORS

- 3.1 Each municipality that is member of the planning district shall appoint by resolution of council one or more councillors as a director of the planning district as provided in Section 2 of this by-law.
- 3.2 Each municipality that is member of the planning district may appoint by resolution of council a councilor to act as an alternate director in circumstances where the director is unable to act.

Reference # 1

| MUNICIPAL PARTNER | DIRECTOR | ALTERNATE | Phone | Email / Mailing address |
|---|----------------------------|------------------|----------------------------------|---|
| RM of Victoria | Reg Marginet CHAIR | | 204 526 7322 C 204 526 2544 H | rmarginet@mts.net Box 45 Holland MB R0G 0X0 |
| | | Ray Huggart | 204 526 7686 C | rayhuggart@gmail.com |
| Municipality of Lorne | Aurel Pantel VICE Chair | | 204 825 7512 C 204 744 2680 H | apantel@goinet.ca Box 334 Somerset MB R0G 2L0 |
| | Gilbert Vigier | | 204 745 8029 C 204 248 2130 H | gilbertvig1@icloud.com Box 36 Notre Dame de Lourdes MB R0G 1M0 |
| | Conrad Durand | | 204 248 2080 H 204 248 2311 W | cdurand@mymts.net Box 343 Notre Dame de Lourdes MB R0G 1M0 |
| | Denis Savard | | 204 252 3469 C 204 744 2805 H | denissavard@mymts.net Box 404 Somerset MB R0G 2L0 |
| Municipality of Norfolk Treherne | Will Eert | | 204 870 1355 C 204 252 3469 H | eertcw@gmail.com Box 16 Rossendale MB R0H 1C0 |
| | Gilles Guertin | | 204 595 8981 C 204 723 2773 H | guertingilles1@gmail.com Box 73 Treherne MB R0G 2V0 |
| Municipality of Louise September 1, 2017 | Phil Friesen | | 204 825 7760 C 204 873 2081 | friesen2081@msn.com Box 292 Crystal City MB R0K 0N0 |
| | Bill McKitrick | | 204 325 2455 C 204 873 2091 H | 5M13@inetlink.ca Box 340 Crystal City MB R0K 0N0 |

CONSULTANT REQUIREMENTS

| Municipality | Information | Position | Name |
|--|--|---|-----------------------|
| VICTORIA, R.M. Pop 1,132 | 130 Broadway Street Box 40 Holland MB R0G 0X0 Phone: 526-2423 Fax: 526-2028 E-Mail: rm.office@rmofvictoria.com Website: rmofvictoria.com Council meets 2nd Wednesday every month. Office Hours: 8:30 - 4:30 Municipal # 197 | Reeve | Raymond W. Huggart |
| | | Chief Administrative Officer | Y. Ivan P. L. Bruneau |
| | | Councilors | Reginald P. Marginet |
| | | | James H. Cassels |
| | Rick Lee | | |
| | Vacant | | |
| LORNE, Municipality Includes Somerset Notre Dame de Loures Pop. 3,041 | 307 - 3rd Street Box 10 Somerset MB R0G 2L0 Phone: 744-2133 Fax: 744-2349 E-Mail: rmlorne@mymts.net Website: rmoflorne.ca Office Hours: 8:30 - 4:30 Municipal # 144 | Reeve | Aurel Pantel |
| | | Chief Administrative Officer | Shannon Gaultier |
| | | Councilors | Roger Lesage |
| | | | Denis Bibault |
| | | | Lindsay Ketsman |
| | | | Denis Savard |
| | | | Gilbert Vigier |
| | Daniel Hacault | | |
| NORFOLK Treherne, Municipality Pop 1,751 | 215 Broadway Street Box 30 Treherne MB R0G 2V0 Phone: 723-2044 Fax: 723-2719 Email: info@treherne.ca Website www.treherne.ca Office Hours: 8:30 - 4:30 Municipal # 188 | Reeve | Will Eert |
| | | Chief Administrative Officer | Jackie Clayton |
| | | Councilors | Gilles Guertin |
| | | | Larry Marlatt |
| | | | Steve Nicholson |
| | | | Robert Davy |
| | | | Ryan Gaultier |
| | Albert Lesage | | |
| LOUISE, Municipality Pop 1,918 Includes Pilot Mound Crystal City | 26 South Railway Avenue East Box 310 Crystal City MB R0K 0N0 Phone: 204.873.2591 Fax: 204.873.2459 Email: fina@louisemb.com Website: www.louisemb.com Office Hours 8:30 to 4:30 Municipal # 145 | Reeve | Murray McIntyre |
| | | Chief Administrative Officer | Penny Burton |
| | | Councilors | Bill McKitrick |
| | | | Douglas Collins |
| | | | John Darracott |
| | | | Audrey Wilson |
| | | | Philip Friesen |
| | Liane VanWynsberghe | | |

Zoning By-laws:

The Consultant must ensure the Zoning By-Laws provide the details governing the application of the land use policies contained in the current SCPD Development Plan 35-2019. The Municipal Partners of the South Central Planning District are currently utilizing several Zoning by-laws and Zoning By-law amendments.

The Consultant will work closely with the Chief Administrative Officers of the Municipalities of Lorne, Louise, Norfolk Treherne and Victoria and the Development Officer for the South Central Planning District to ensure that any concerns or issues that have arisen since old by-laws were implemented have been reviewed and dealt with.

The Zoning By-Law shall include but not limited to:

- a) Administration of the By-Law
- b) Definitions that apply to the text of the by-law
- c) Zoning Requirements including maps dividing the Municipality and Urban Centers into zones.
- d) Special Uses, General Provisions and Special Provisions
- e) Prescribe general development standards for each zone and any provisions for permitted or conditional uses.

Also, please note that the Province is encouraging municipalities to use consistent zoning by-law format and language across Manitoba. Information on this format and language can be found at: http://www.gov.mb.ca/imr/mr/land_use_dev/zoningbylawguide.html

The consultant needs to review the current Development Plan 35-2019, any current reports, and any applicable background study's prepared for each municipality in order to ensure that they build on existing information while avoiding duplication of work. This should be reflected in the proposal submitted for consideration to the South Central District Board.

The Zoning By-Laws shall reflect the current circumstances existing within the District. Consultants will be required to consider both the historical and current contexts within the District, offering an assessment of changes in the recent past. The following shall be considered in the proposal:

- a) review, consolidate and update the Lorne, Louise, Norfolk Treherne, and Victoria Zoning By-laws and;
- b) harmonize regulations in similar zones in Municipalities of Lorne, Louise, Norfolk Treherne and Victoria Zoning By-laws
- c) simplify and standardize all definitions using plain language to aid in interpretation
- d) update and modernize zoning provisions to reflect modern land uses and best practices (e.g. Secondary suites, user friendly design etc)
- e) **use of the provincial zoning by-law template approved in 2015**
- f) capacity of resources, such as water, to support development;
- g) historical review of municipal zoning amendments and variances that are available to determine any deficiencies
- h) meetings with each municipal council and staff to discuss how to improve their zoning by-laws
- i) preparation of zoning by-laws with maps
- j) an open house in each municipality
- k) attendance at each public hearing

APPENDIX "B"

TERMS OF REFERENCE

SCPD PLANNING DISTRICT: MAP & MAPPING DATA STANDARDS

The mapping for each of the municipal partners' Zoning By-laws will be completed by the provincial Department of Municipal Relations. The following standards shall apply to any mapping of GIS data performed as part of the contract.

Consultants should be aware of, and agree to, the following:

The completed digital data and/or database and the information contained therein are the property of the planning authorities/local governments that are issuing this contract. All final mapping and associated spatial data are to be shared without restriction with Municipal Relations (MR).

The following standards refer to the creation and provision of digital data used in a GIS (geographic information system) and/or to create 'maps.' For the purposes of this document, a 'map' is the illustration of features as depicted by different thematic layers of a geographic region, and has a title, north arrow, scale, and legend explaining the layers the map is comprised of. This document refers to the creation of data to be used as the individual layers.

I. STANDARDS FOR MAP DATA CREATION

For projects that involve the creation or update of land parcel boundary areas, data consisting of assessment property parcels (as defined according to Manitoba Assessment's Roll List), property parcels as defined according to Manitoba Assessment's Roll List), property parcels as defined by registered survey plan, and property parcels registered by description have the most stringent requirements. These types of property parcel data are to be created using Coordinate Geometry (COGO) based on control points obtained with a differential GPS (global positioning system). No other means of creating this data is acceptable (with the one exception of 'natural boundaries' (shoreline); see section III.

All other boundary data should be created using land parcel data as its base (see Subsection 1(6)).

Requirements for Spatial Data

1. The layers must be created as digital vector data.
2. Individual areas must be closed polygons.
3. Each digital data layer must be seamless (i.e. a specific data layer for a certain area) and topologically correct. This means that polygon and line layers must have coincident nodes so there are absolutely no:
 - a. Overshoots,
 - b. Undershoots,

- c. Slivers,
 - d. Open polygons, or
 - e. Unresolved line segment intersections, and straight-line segments must be represented by two-point lines only (no partial segments or line fragments will be acceptable).
4. Boundaries with circular or elliptical sections, or arcs, shall be represented by a number of points so that those sections appear smooth. The arcs must be subdivided by points so that the maximum perpendicular deflection between points does not exceed 1 cm.
 5. The data shall be projected in the UTM NAD 83 Zone 14N coordinate system.
 6. The digital data must be properly geographically referenced. This is to be accomplished using the following data types, in descending order of priority;
 - a. An existing property Assessment parcel dataset (confirm its geographical referencing accuracy with MR staff),
 - b. A registered plan parcel dataset (produced by GeoManitoba), or
 - c. The geographically referenced digital Quarter Section Grids.

Assessment parcel datasets can be provided by MR or the Municipality issuing the contract, where available. The data types in point 'b' and 'c' are available from the Province of Manitoba Land Initiative website.

Other methods of geographical referencing can be discussed with MR staff.

7. All data layers must meet the requirements listed in sections II, III, IV, and V.

II. STANDARDS FOR ATTRIBUTE DATA

Attribute field names must be a maximum of 10 characters in length to avoid truncating the field name if the file is converted to an ESRI format.

Required Feature Attribute Table Fields

These fields are required to be in a feature attribute table directly associated with the corresponding digital file. IF the digital file is a shapefile, then these items must be in the Dbase file (.DBF).

By-Law Attribute Fields (for use with Zoning By-Laws)

1. ZONE_CAT

The general category of district (e.g. 'Highway Commercial' would be in the category of 'Commercial').

Format / Type / Length / Precision / Scale

Text / String / 50 / 0 / 0

2. ZONE_NAME

The full name of the district as it appears in the zoning by-law (e.g. 'Highway Commercial').

Format / Type / Length / Precision Scale

Text / String / 50 / 0 / 0

3. ZONE_ABBRV

An abbreviation of the district's name (e.g. "CH" 'Highway Commercial').

Format / Type / Length / Precision / Scale

Text / String / 6 / 0 / 0

III. NATURAL BOUNDARIES

Natural Boundaries may be created as follows:

- a. Digitized from the most current and reliable hardcopy source e.g. O.H.W.M. as shown on plan of survey
- b. Derived from aerial photography (photogrammetry) e.g. O.H.W.M. on the date of the photography.
- c. Digitized from a raster image source (e.g. a GeoTif file image).

The preferred method is for the shoreline to be created from the governing plan of legal survey using appropriate technology. In instances where there is a significant different between the shoreline boundary shown on the survey plan versus its current physical location (e.g. oxbow on the plan versus current sinuous shoreline) the boundary should be created based on the parcel that best represent the current status of ownership.

IV. METADATA

Federal Geographic Data Committee – compliant documentation is required for all data.

Metadata describe different aspect of data, including:

Identification – What is the name of the data set? Who developed the data set? What geographic area does it cover? What information does it include? How current are the data? Are there restrictions on accessing or using the data?

Data Quality – How good are the data? Is information available that allows a user to decide if the data are suitable for their purpose? What is the positional and attribute accuracy? Are the data complete? Was the consistency of the data verified? What reference data were used to create the data set, and what processes were applied to these sources?

Spatial Data Organization – What model was used to encode the spatial data? How many spatial objects are there? Are methods other than coordinates, such as street addresses, used to encode locations?

Spatial Reference – Are coordinate locations encoded using longitude and latitude? Was a map projection or grid system, such as the State Plane Coordinate System, used? What horizontal and vertical datums are used? What parameters should be used to convert the data to another coordinate system?

Entity and Attribute Information – What geographic information (roads, houses, elevation, temperature, etc.) is included? How is this information encoded? Were codes used? What do the codes mean?

Distribution – From whom can the data be obtained? What formats are available? What media are available? Are the data available online, and is there a cost?

Metadata Reference – When were the metadata compiled? By whom?

V. DELIVERY OF DIGITAL DATA

Several data formats and media for delivery of data include:

Data Formats (in order of preference):

1. ESRI File Geodatabase
2. ESRI Shape File (SHP)
3. AutoCAD Drawing (DWG) – note use of any version of AutoCAD prior to 'MAP3D' requires:
 - all information ('Attribute Tags') corresponding to the Attribute Field information listed in Section III to be inserted as 'AutoCAD Blocks';
 - Attribute Tag content and formatting must be the same as the Attribute Field information listed in Section III; and that
 - The consultant should contact MR staff to ensure compliance with additional CAD line and layer standards.

Note: Consultants using a version of 'Map3D' must store map objects containing information that correspond to the Attribute Fields requirements in Section III in an Excel spreadsheet.

Submission Method and Media:

Digital spatial information shall be delivered in a format (i.e. DVD or CD-ROM) agreed upon in advance by the suppliers and receivers of data.

APPENDIX "C"

TERMS OF REFERENCE

MAP OF SOUTH CENTRAL PLANNING DISTRICT



