



Expression of Interest (EOI)

Shared Bylaw Enforcement Services

District of Timiskaming – Group A and Group B Municipalities

Issued by: Township of Armstrong (Lead Municipality)

On behalf of: Participating Municipalities in the District of Timiskaming

Primary Contact: Dan Thibeault, CAO/Clerk-Treasurer

Date: December 5, 2025

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2. Introduction

This Expression of Interest (EOI) invites submissions from qualified individuals or firms (“the Proponent”) to provide municipal bylaw enforcement and property standards services to a group of municipalities within the District of Timiskaming.

The participating municipalities intend to award a single contract for consistent, district-wide service delivery.

3. Participating Municipalities

Two groups of municipalities may participate in the resulting service agreement:

Group A – Confirmed Participants (Guaranteed)

Group A municipalities have authorized participation and will form the guaranteed client base upon award:

- Armstrong
- Brethour
- Englehart
- Gauthier
- Larder Lake
- Matachewan
- McGarry

Group B – Optional Participants

The following municipalities may choose to opt in following the award:

- Casey
- Chamberlain
- Charlton & Dack
- Hudson
- James
- Kerns

Participation by Group B municipalities is optional and may occur at any point during the contract term. It is unknown at this time if any or all of the members in Group B will participate.

4. Purpose of the EOI

The purpose of this EOI is to identify qualified Proponents capable of providing:

- General bylaw enforcement
- Property standards enforcement
- Complaint response
- Documentation and reporting
- Court/tribunal support when required

Municipalities seek consistent, professional enforcement delivered across multiple rural communities.

5. Term

The anticipated contract term is:

- **Start:** February 1, 2026
- **End:** February 1, 2028

With the possibility of extension for up to an additional two years upon mutual agreement.

6. Scope of Services

The selected Proponent will be expected to:

- Investigate and respond to authorized complaints
- Issue orders, notices, and enforcement documentation
- Attend court or tribunals as required
- Prepare quarterly activity reports
- Maintain professional conduct, uniform, and identification
- Respond within a typical 2–5 business day timeframe, with reasonable prioritization for urgent matters

Animal-Related Activities

On occasion, enforcement activities may involve domestic animals (Animal Control). Where reasonable and directed by a municipality, the Proponent may assist with short-term transport or relocation. Municipalities remain responsible for longer-term care, kenneling, or housing.

Exclusions

The Proponent will not enforce matters under:

- Criminal Code or Highway Traffic Act
 - Fire Code (unless specifically authorized)
 - Building Code
 - Public health legislation
 - Evictions without court direction
-

7. Reporting Requirements

The Proponent must:

- Provide quarterly written reports
 - Maintain investigation notes suitable for MFIPPA disclosure
 - Participate in periodic review meetings (virtual or in person)
-

8. Compensation Model

Proponents must propose:

(a) Base Annual Retainer

A single annual retainer that applies to the collective **Group A municipalities** only. The retainer is intended to secure the availability of the By-Law Officer and commitment of service for the term.

Note: The allocation of the retainer among municipalities will be determined by the municipalities after award. Proponents are not required to propose a split.

If additional **Group B municipalities** join the service during the contract term, the annual retainer payable to the Proponent will increase by an amount equal to one-seventh (1/7) of the original retainer for each municipality added prorated to their start date.

(b) Hourly Rate

A single hourly rate for all billable enforcement activities.

(c) Mileage

Mileage will be reimbursed at the Canada Revenue Agency (CRA) prescribed rate as at February 1 each year.

The retainer and hourly rate proposed will form the basis for evaluating financial competitiveness.

No other fees will be considered. The retainer should include all incidental expenses.

9. Evaluation of Submissions

Submissions will be evaluated by municipal staff from Group A municipalities.

Evaluation Criteria and Weighting

Category	Weight
Proponent Experience & Qualifications	25%
Service Delivery Approach & Capacity	25%
Financial Proposal (Retainer + Hourly Rate)	25%
Reporting & Communication Practices	15%
Value-Added Services	10%

The evaluation process may include:

- Clarification requests
- Interviews
- Reference checks

The highest-scoring or most advantageous Proponent will be selected.

10. Award

Award will be made to a single Proponent.

Group A municipalities will notify the Proponent of retainer allocation, onboarding requirements, and appointment bylaw steps.

Group B municipalities may join the program following contract execution and will be advised of applicable participation fees.

11. Submission Requirements

Proponents must submit:

- Completed Bid Submission Form (Appendix A)
- Proposed annual retainer
- Proposed hourly rate
- Mileage confirmation
- Experience and qualifications
- References (2)
- Reporting methods
- Insurance and WSIB documentation
- Subcontractor information (if applicable)

Submissions should be sent electronically to dan.thibeault@armstrong.ca.

12. Questions

All inquiries related to this Expression of Interest shall be directed to:

Dan Thibeault
CAO/Clerk-Treasurer, Township of Armstrong
Email: dan.thibeault@armstrong.ca
Phone: 705-563-2375

No other municipal staff or elected officials are authorized to discuss this EOI with Proponents.

13. Appendices

- Appendix A – Bid Submission Form
- Appendix B – Historical Call Volume Summary (Informational Only)

14. Appendix A – Bid Submission Form

Expression of Interest: Joint Bylaw Enforcement Services

Participating Municipalities – District of Timiskaming

Instructions:

Proponents must complete all sections of this form. Additional sheets may be attached where necessary.

1. Proponent Information

Legal Business Name:

Operating Name (if different):

Primary Contact Person:

Mailing Address:

Phone: _____

Email: _____

2.

Proposed Annual Retainer

Proponents must propose one annual base retainer amount applicable to all **Group A municipalities** collectively. This retainer amount will not be used to service the Group B municipalities.

Annual Base Retainer (HST extra):

\$ _____

(Retainer allocation among municipalities will be determined following award.)

3. Proposed Hourly Rate

A single hourly rate applicable to all participating municipalities.

Year	Hourly Rate (HST extra)
2026	\$ _____ / hour
2027	\$ _____ / hour

If proposing CPI-based adjustments, describe method:

4. Mileage Rate Confirmation

Mileage will be reimbursed at the **Canada Revenue Agency (CRA)** prescribed rate as at February 1 in each year.

5. Service Delivery Capacity

Primary Service Location / Home Base:

Typical response time to municipalities in the District of Timiskaming:

Availability (check all that apply):

- ☐ Full-time
☐ Part-time
☐ As-needed / On-call

Additional details (if applicable):

6. Experience & Qualifications

Provide a summary of relevant experience in bylaw enforcement, investigations, property standards, regulatory compliance, or municipal services.

7. Subcontractors (If Applicable)

Do you intend to use subcontractors?

- ☐ No
☐ Yes (complete the section below)

Subcontractor Name(s):

8. Reporting & Documentation Practices

Briefly describe your approach to:

- Complaint tracking
- Investigation notes
- Enforcement documentation
- Quarterly reporting
- MFIPPA compliance

9. Value-Added Services (Optional)

Proponents may describe additional tools or enhancements, such as:

- Standardized forms
- Public education materials
- Online reporting tools
- Bylaw review assistance

10. Insurance & WSIB

Commercial General Liability Insurance:

- ☐ Yes – attach certificate or summary
- ☐ Will obtain before contract start

Automobile Insurance:

- ☐ Yes
- ☐ Will obtain

WSIB:

- ☐ Covered – WSIB #: _____
 - ☐ Exempt – attach proof of exemption
 - ☐ Will obtain before contract start
-

11. Declaration

I/We hereby submit this proposal in response to the Expression of Interest (EOI) for Joint Bylaw Enforcement Services and certify that:

- The information provided is accurate and complete;
- I/We understand that the municipalities will make a single award based on the evaluation criteria outlined in the EOI;
- If selected, I/We agree to negotiate a final service agreement consistent with the EOI requirements;
- I/We understand that municipalities will be invoiced individually quarterly for all expenses (including retainer) after the service has been provided.
- This submission does not constitute a binding contract.

Authorized Signature: _____

Name (Printed): _____

Title: _____

Date: _____

Submit electronically to dan.thibeault@armstrong.ca.

15. Appendix B – Historical Call Volume Summary (Informational Only)

Municipality	Group	Pop. (2021)	Total Calls (2022–24)
Armstrong	A	1,199	119
Brethour	A	105	6
Englehart	A	1,519	79
Gauthier	A	138	67
Larder Lake	A	653	199
Matachewan	A	230	192
McGarry	A	579	186
Casey	B	366	55
Chamberlain	B	311	0
Charlton & Dack	B	686	47
Hudson	B	530	21
James	B	420	27
Kerns	B	330	0
TOTAL		7,066	998
Total Calls	Over 3 Years	Per Year	
Group A	848	283	
Group B	150	50	