

# **Request for Proposals (RFP)**

## **Agricultural Farmland Leasing Opportunity for Greenbelt Research Farm Ottawa**



**Closing Date:  
November 28, 2025  
4 pm Eastern Standard Time**

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## 1.0 INTRODUCTION AND BACKGROUND

### 1.1 Invitation to Proponents

The Greenbelt in the National Capital Region comprises 20,000 hectares of green space, including farms, forests and wetlands. It was created in the 1950s to protect the rural land bordering the Capital from urban sprawl. It has since become the largest publicly owned greenbelt in the world. Most of the Greenbelt (14,950 hectares) is owned by the National Capital Commission (**NCC**).

The Greenbelt protects natural areas like forests, wetlands, streams and sand dunes that sustain biodiversity. The natural areas in the Greenbelt support human and ecological health in the National Capital Region.

In the National Capital Greenbelt, the NCC leases 5,400 hectares of farmland to farmers. The land quality and favourable climate mean that a wide variety of crops can be produced locally.

With close to 1.5 million residents living in the region, the NCC has the opportunity to develop a vibrant, dynamic farming sector where small and medium-sized farms can respond to local demand.

As food needs grow, and land and soil become increasingly scarce, the NCC recognizes the importance of agriculture and the value of Greenbelt farmland. Thus, the NCC has developed a strategy to integrate sustainable food production and agriculture into the planning of the Capital.

The NCC is seeking proposals from qualified farmers, operators and interested individuals to farm three agricultural properties located south of the NCC Greenbelt Research Farm (**GRF**) land. The NCC is open to proposals for any or all of the listed properties.

- **Property A:** 202.3 ha (500 acres) located at 1740 Woodroffe Road in Ottawa.
- **Property B:** 4 ha (10 acres) located at 3641 Fallowfield Road in Ottawa, including a residence and machinery shed.
- **Property C:** 7.3 ha (18 acres) located at 2086 Woodroffe Road, in Ottawa, including a residence barn and machine shed.

Property locations are shown on Appendix A. Proposals should seek to develop the lands and be farmed in accordance with the NCC's Sustainable Agricultural Development Strategy. A link to the policy can be found in Appendix C.

### 1.2 Definitions

In this request for proposals (RFP):

**agricultural lease agreement:** Means the lease agreement between the NCC and the successful proponent. The lease shall be drafted by the NCC based on the NCC's standard lease form. The successful proponent shall be responsible for delivering on their business plan and for the operation and management of the Property. A copy of a draft Agricultural Lease Agreement can be provided upon request. [*bail agricole*]

**mandatory requirements:** Means the minimum requirements that must be met in order for a Proposal to be considered. Failure to meet any of the Mandatory Requirements will render a Proposal non-compliant and it will receive no further consideration. [*exigence obligatoire*]

**NCC:** Means the National Capital Commission and the owner of the said Property. [CCN]

**property:** Means the lands and buildings associated with the land located at 1740 Woodroffe Avenue, 3641 Fallowfield Road and 2086 Woodroffe Avenue in Ottawa. [*propriété*]

**proponent(s):** Means an individual or legal entity that submits a Proposal in response to this RFP. [*partie proposante*]

**proposal(s):** Means all of the documentation submitted by a Proponent in response to this RFP. [*proposition*]

**proposal submission deadline:** Means the date and time that documentation must be submitted by a Proponent in response to this opportunity. [*Date de clôture*]

**rated criteria:** Means the Proposal response criteria that the NCC will use to evaluate Proposals. Rated Criteria do not include Mandatory Requirements. [*exigence cotée*]

**successful proponent:** Means the Proponent that achieves the highest score in the RFP evaluation process. [*partie proposante retenue*]

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### **1.3 Request for Proposals Background**

The NCC seeks an individual, group and/or organization with a passion for farming and reconnecting with the land for the lands located at the Greenbelt Research Farm (GRF). Under this RFP, the NCC is establishing three agricultural properties that make up most of the southern portion of the GRF. All leased lands must be farmed in accordance with the NCC's new Sustainable Agriculture Development Strategy and because of the acreage for lease and proximity of the lands to one another, farming requirements for each Property must be compatible with the others.

Proponents' Proposals will be evaluated on the Rated Criteria (proposed farm use, agricultural experience, implementation of sustainable agricultural policies and compatibility with surrounding lands). All Mandatory Requirements must be met for Proposals to be considered valid. The general criteria for Proposals are that the Proponent must demonstrate the capability to lease and operate the Property. The NCC makes no warranties, expressed or implied, for the condition and capacity of the Property to meet the Successful Proponent's requirements.

## 2.0 REAL PROPERTY OPPORTUNITY

### 2.0.1 Property A – 202.3 ha (500 acres) located at 1740 Woodroffe Avenue

The largest of the lands for lease at the south end of the Greenbelt Research Farm, this Property can be farmed for organic cash crop or sustainable livestock operation (certified organic or following grass-fed or rotational grazing regimes). The NCC requires farming this land to allow for the development of the other two properties listed below to be farmed in accordance with the Sustainable Agriculture Development Strategy and must meet the following requirements:

- o Grows food for human consumption
- o Grows using sustainable farming methods

The lease agreement for Property A will allow for subleases to the other two adjacent properties when requiring more land for operations, up to 2 additional hectares (5 additional acres) per year, at a price of no more than \$1,000/acre, and no less than \$250/acre. The agreement will also allow for removal of lands along any riparian corridors for the protection of said land and development of NCC recreational trails upon the discretion of the NCC.



Figure 1. Property A – 202.3 ha (500 acres) located at 1740 Woodroffe Avenue

### **2.0.2 Property B – 4 ha (10 acres) located at 3641 Fallowfield Road**

Located off Fallowfield Road, this Property includes the residence at 3641 Fallowfield and a new machinery shed. Under the lease agreement for Property B, there is an option to expand by up to 2 additional hectares (5 additional acres) per year, through a sublease with the tenant of Property A. The Property is to be farmed in accordance with the Sustainable Agriculture Development Strategy and must meet the following criteria:

- o Resides on-site
- o Sells to local community
- o Incorporates NCC infrastructure care and maintenance
- o Offers agritourism opportunities
- o Grows food for human consumption
- o Grows food using sustainable methods

### **2.0.3 Residence and Machine Shed**

The NCC will commit to base building renovations to the residence offered with Property B prior to the lease commencement. The NCC will also endeavour to construct a 278 m<sup>2</sup> (3,000 ft<sup>2</sup>) one-storey, uninsulated machine shed with power and water connections to support agricultural operations.



*Figure 2. Property B: 4 ha (10 acres) located at 3641 Fallowfield Road*

#### **2.0.4 Property C – 7.3 ha (18 acres) located at 2086 Woodroffe Road**

Property C includes a residence (Mowatt House) at 2086 Woodroffe Road, and a barn. Two means of access to the Property are from the entrance at 3641 Fallowfield or via a separate access further east on Fallowfield Road. This Property will require a tenant with equipment and capacity to maintain the road from the Mowatt House residence to the Greenbelt Research Farm entrance at 3641 Fallowfield Road during winter. Under the lease agreement for Property C, there is an option to expand by up to 2 additional hectares (5 additional acres) per year, through a sublease with the tenant of Property A. The Property is to be farmed in accordance with the Sustainable Agriculture Development Strategy and must meet the following requirements:

- o Resides on-site
- o Sells to local community
- o Incorporates NCC infrastructure care and maintenance into business plan
- o Offers agritourism opportunities
- o Grows food for human consumption
- o Grows food using sustainable methods

#### **2.0.5 Residence Mowatt House**

The NCC will commit to base building renovations to the residence offered with Property C prior to the lease term. The barn and outbuilding included in Property C are offered on an “as-is” and “where-is” basis.



*Figure 3: Property C – 7.3 ha (18 acres) located at 2086 Woodroffe Road*

## 2.1 Leasing Terms

The NCC intends to execute a net lease agreement with the Successful Proponent for the use of the Property. The Successful Proponent shall be responsible for delivering on their business plan and for the operations and management of the Property, as well as paying for the property taxes and utilities (if any). The NCC, in its sole opinion, reserves the right to select a Proponent offering the most advantageous use of the Property, as well as agricultural, financial, environmental and social benefits to the NCC and to the community.

- **Agricultural Lease Property A**
  - Term: Five (5) years, with possibility for up to four (4) five-year (5-year) renewal options. May 1, 2026, is the targeted start date for lease.
  - Rate:
    - Land: \$104,311.18/year
    - Outbuilding: N/A
    - Annual realty tax recovery and operating cost estimate 2025: \$22,875.00
    - The rent to be carefree and fully net lease for the landlord, except as may be otherwise provided, and the landlord will not be responsible during the term of the lease for the property taxes, any costs and operating costs, charges, expenses and outlays of any nature whatsoever arising from or relating to the Leased Premises or the contents of them. Lease terms are subject to adjustment.
  - Use:
    - Agricultural farming and sustainable farming practices use shall follow the NCC's plans and vision for the Property and, if required, the Successful Proponent will be responsible for obtaining the necessary approvals from the municipality.
    - In the event that the selected Proposal involves a modification to the buildings and/or the site, the NCC will work with the Successful Proponent to seek the required federal land use and design approvals (FLUDA), as well as to meet environmental impact assessment requirements under the *Impact Assessment Act* (IAA). The Proponent shall be responsible for all other provincial and/or municipal applications, planning, development and other permits approvals and processes.

- **Agricultural Lease Property B**

- Term: Five (5) years, with possibility for up to four (4) five-year (5-year) renewal options. May 1, 2026, is the targeted start date for lease, and is subject to change.
- Rate: Below lease rates are approximate and will be finalized in the negotiated lease agreement.
  - Farmhouse: \$1,850/month
  - Land: \$1,540/year
  - Outbuilding: \$3,000/year
  - Annual realty tax recovery and operating cost estimate 2025: \$457.50 \*rates to be confirmed upon negotiation of the lease
  - The rent to be carefree and fully net lease for the landlord, except as may be otherwise provided, and the landlord will not be responsible during the term of the lease for the property taxes, any costs and operating costs, charges, expenses and outlays of any nature whatsoever arising from or relating to the Leased Premises or the contents of them. Lease terms are subject to adjustment.
- Use:
  - Agricultural farming and sustainable farming practices use shall follow the NCC's plans and vision for the Property and, if required, the Successful Proponent will be responsible for obtaining the necessary approvals from the municipality.
  - In the event that the selected Proposal involves a modification to the buildings and/or the site, the NCC will work with the Successful Proponent to seek the required federal land use and design approvals (FLUDA), as well as to meet environmental impact assessment requirements under the *Impact Assessment Act* (IAA). The Proponent shall be responsible for all other provincial and/or municipal applications, planning, development and other permits approvals and processes.

- **Agricultural Lease Property C**

- Term: Five (5) years, with possibility for up to four (4) five-year (5-year) renewal options. May 1, 2026, is the targeted start date for lease.
  - Rate: Below lease rates are approximate and will be finalized in the negotiated lease agreement.
    - Farmhouse: \$1,850/month
    - Land: \$2,850/year
    - Outbuilding: \$4,500/year
    - Annual realty tax recovery and operating cost estimate 2025: \$841.80 \*rates to be confirmed upon negotiation of the lease
    - The rent to be carefree and fully net lease for the landlord, except as may be otherwise provided, and the landlord will not be responsible during the term of the lease for the property taxes, any costs and operating costs, charges,
-

expenses and outlays of any nature whatsoever arising from or relating to the Leased Premises or the contents of them. Lease terms are subject to adjustment.

- Use:
  - Agricultural farming and sustainable farming practices use shall follow the NCC's plans and vision for the Property and, if required, the Successful Proponent will be responsible for obtaining the necessary approvals from the municipality.
  - In the event that the selected Proposal involves a modification to the buildings and/or the site, the NCC will work with the Successful Proponent to seek the required federal land use and design approvals (FLUDA), as well as to meet environmental impact assessment requirements under the *Impact Assessment Act* (IAA). The Proponent shall be responsible for all other provincial and/or municipal applications, planning, development and other permits approvals and processes.

## 3.0 EVALUATION OF PROPOSALS

The NCC, in accordance with the criteria below, will evaluate Proposals based on their demonstrated responsive level of meeting the requirements. It is the Proponent's responsibility to ensure that the NCC receives a complete Proposal that it is legible, clear, concise, complete and understandable. Each Proposal will be evaluated solely on its content.

Proponents' responses to the following instructions/questions will be used to evaluate their Proposals against the Mandatory Requirements and Rated Criteria. Proponents must respond to all of the instructions/questions below.

Only the responses to the instructions/questions provided will be considered during the evaluation, although Proponents may submit additional information as deemed necessary to provide a clear understanding of their Proposal. Any annex(es) submitted with the Proponent's Proposal will not go towards the maximum page counts listed in each section below; these will be accepted in addition to supporting documents.

### 3.1 Mandatory Requirements

Mandatory Requirements identify the **minimum requirements** that Proposals must meet in order to be considered. A submission not meeting the minimum requirements may be treated as non-responsive and may, at the sole discretion of the NCC, not be considered further. Failure to meet any of the Mandatory Requirements, as determined by the evaluation committee, will render the Proposal non-compliant and no further consideration will be given.

The NCC will ensure that the internal evaluation committee will be diverse, equitable and inclusive.

It shall be understood by all Proponents that the NCC's review of the Proponent's Proposal is not for any regulatory purpose, but rather, in the interest of selecting a Successful Proponent to enter into a lease agreement to occupy, manage and operate the Property. The NCC, in reviewing the Proponent's proposals, does not make any representations, nor is it undertaking any responsibility as an approving body; the Proponent is entirely responsible for compliance with all standards, laws and regulations applicable to its Proposal. In making a submission, the Proponent covenants to hold the NCC harmless from all claims, demands, expenses and costs made or advanced against the NCC or anyone for whom the NCC is responsible, in law, as result of the NCC having reviewed, accepted or rejected the Proponent's Proposal.

Proponents must insert information or attach requested information on the form as set out in this RFP. A Proponent may not make any changes to any of the forms. Any Proposal containing any such changes, whether on the face of the form or elsewhere in the Proposal, may be disqualified.

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### 3.1.1 Proponent Information

The Proponent shall complete and sign Appendix D – RFP Form of offer attached to this request for proposals and provide the requested information:

a) Individual(s) name, company name, or partnership name of Proponent

If the Proponent is an incorporated company, or for those Proponents that are a partnership with an incorporated partner, attach a copy of the company's certificate of incorporation, a copy of the company's certificate of status, and a copy of the minutes of the meeting authorizing the signing officer of the company.

b) Contact Information

- Name
- Phone number
- Email address
- Business address

### 3.1.2 Insurance

Proponents must provide a letter from an insurance institution acknowledging the Proponent's ability to obtain insurance for property damage, liability and workers' compensation with the National Capital Commission named as additional insured.

### 3.1.3 Letter from Financial Institution

Proponents must provide a letter from a financial institution supporting the Proponent's ability to obtain financing or that the Proponent has the funds required to meet the needs of an agricultural lease.

### 3.1.4 Site Visit Attendance Certificate

Proponents must provide with the Proposal a site visit attendance certificate signed by a representative of the NCC as proof of having visited the site.

- A site visit for this RFP is MANDATORY. Proponents must participate in a site visit prior to **November 21, 2025 at 4 pm EST** (15 days prior to the Proposal Submission Deadline). Interested Proponents are to book their site meeting with the leasing team at [leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca) and meet at **the entrance to the Greenbelt Research Farm at 1740 Woodroffe Avenue** on the day of the scheduled meeting.
- The representative of the Proponent must sign the site visit attendance sheet at their site visit.
- Questions regarding this request for proposals can be directed to the NCC Authority, in writing, no later than **November 25, 2025 at 4 pm EST**.

A site visit attendance certificate will be issued to the Proponent via email by the NCC after the Proponent has visited the site. The site certificate must be included with the Proponent's Proposal.

### 3.2 Rated Criteria

All Proposals meeting the Mandatory Requirements will have their Proposal evaluated against the Rated Criteria. Proponents must provide information to address each of the Rated Criteria subject to a point rating as set out in the Rated Criteria below. Points will be assigned as described in the following sections.

**Note: Proponents targeting Properties B and C will be scored on all six criteria below, whereas Proponents submitting for Property A will be scored solely on Rated Criteria: 5. *Grow Food for Human Consumption* and 6. *Grow Using Sustainable Farming Methods*.**

For the final score, each criteria will be weighed by the percentage factor in the Weight column below. This weighted final score will be used to assess the Successful Proposal. An overall minimum average passing score of 65% for the Rated Requirement must be achieved. The NCC may request additional information from Proponents if it is not clear that the minimum Mandatory Requirements to pass are met.

RATED CRITERIA			
	Weight	Minimum Pass Score	Rating Guide
1. Reside On-Site	10%	6.5/10	Per table below
2. Sell to Local Community	20%	13/20	Per table below
3. Incorporate NCC Infrastructure Care and Maintenance	15%	9.75/15	Per table below
4. Offer Agritourism Opportunities	10%	6.5/10	Per table below
5. Grow Food for Human Consumption	25%	16.25/25	Per table below
6. Grow Using Sustainable Farming Methods	20%	13/20	Per table below

See tables below.

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Scaled Evaluation Grid					
Item	Rated Criteria	Mandatory Requirements	Rating Guide		
1	<b>Reside On-Site</b>	The Proponent must commit to residing on the farm Property for the duration of the lease. The Proposal should clearly outline how year-round residence will be maintained and how this presence will benefit both the farm operations and the community.	The operator does not reside on the Property, relying on off-site management. <i>(This may limit responsiveness and reduce the potential for community integration or consistent land care.)</i>  <b>(2 Points)</b>	The operator resides on-site seasonally or part-time, maintaining a regular presence during key agricultural periods. <i>(While not full-time, this still allows for moderate engagement and oversight.)</i>  <b>(5 Points)</b>	The Proponent or primary operator lives full-time on the Property, demonstrating a strong commitment to land stewardship, infrastructure care, daily oversight, and community presence. <i>(This level ensures immediate responsiveness to issues and fosters a connection to the land and building assets.)</i>  <b>(10 Points)</b>
2	<b>Sell to Local Community</b>	Proposals should prioritize selling farm products directly to the local community. This includes providing a clear plan for how products will be sold, identifying specific avenues (farmer’s markets, local retailers, etc.) and detailing strategies for promoting these products to optimize engagement and sales.	The operation is primarily focused on non-local or wholesale markets, with minimal or no direct engagement with the surrounding community.  <b>(5 Points)</b>	Proposal includes some avenues for selling but lacks detail on marketing and promotional strategies. The Proponent engages in some local sales, such as occasional market participation or limited local partnerships, but may also rely on regional or wholesale distribution.	Strong, detailed strategy prioritizing multiple local outlets and demonstrating strong community integration.  The operation prioritizes local food systems, with direct-to-consumer sales through farmer’s markets, CSA programs, or partnerships with local retailers and restaurants. This approach strengthens food

**Scaled Evaluation Grid**

Item	Rated Criteria	Mandatory Requirements	Rating Guide		
				<b>(15 Points)</b>	security and community ties.  <b>(20 Points)</b>
<b>3</b>	<b>Incorporate NCC Infrastructure Care and Maintenance</b>	The NCC is interested in Proposals that incorporate the care and maintenance of NCC-owner infrastructure. Proposals must demonstrate how the optimization and upkeep of farm outbuildings and the farmhouse will be integrated into the overall business plan.	No mention of NCC infrastructure care, little integration of NCC priorities into the Proposal.  <b>(5 Points)</b>	Mentions some aspects of using or maintaining NCC infrastructure but lacks clear plan/detail.  Proposal commits to regular maintenance of existing infrastructure but does not propose enhancements.  Responsibilities are met, but without added value.  <b>(10 Points)</b>	Proposal makes full use of the entire Property, bringing all arable land into production and making use of existing buildings, to ensure optimization. Strong emphasis on both use and care, ensuring the long-term viability and safety of NCC infrastructure  Includes specific, actionable strategies for the management of workable land, farm outbuildings, and the farmhouse, with timelines and resource allocations.  <b>(15 Points)</b>
<b>4</b>	<b>Offer Agritourism Opportunities</b>	Proposals should showcase innovative and sustainable agritourism experiences that attract and engage	The Proposal presents a basic or unclear agritourism plan that does not	The Proposal outlines a solid agritourism plan with some innovative	The Proposal presents a highly innovative and well-structured agritourism plan that

Scaled Evaluation Grid					
Item	Rated Criteria	Mandatory Requirements	Rating Guide		
		visitors, with a clear focus on enhancing the overall visitor experience. Additionally, the agritourism component should reflect a well-curated selection of local products, support regional agriculture and create a connection between the farm and the local market. Proposals should include detailed plans on how the agritourism activities will be developed, promoted and managed to maximize both economic and community benefits.	effectively engage visitors. Minimal or no emphasis on local products and the connection to the local market is weak or absent. Lacks detailed plans for developing, promoting, and managing agritourism activities.  <b>(2 Points)</b>	elements but may lack depth in certain areas. Includes a selection of local products but may not fully emphasize the connection to the local market.  Offers general plans for development, promotion, and management, though some details may be vague or lacking in specificity.  Identifies potential benefits to the community and economy but may not provide clear strategies to achieve them.  <b>(5 Points)</b>	clearly outlines unique experiences designed to attract and engage visitors.  Demonstrates a strong commitment to showcasing a curated selection of local products and fostering connections between the farm and the local market.  Provides detailed strategies for developing, promoting, and managing agritourism activities, including timelines and specific marketing approaches.  <b>(10 Points)</b>
5	<b>Grow Food for Human Consumption</b>	Proposals must demonstrate a commitment to producing food intended for human consumption. The plan should identify what	Proposal does not involve food production or focuses entirely on crops not intended for	Food production is a significant part of the operation but may be balanced with other uses such as animal	Extensive agricultural experience growing food for human consumption.  The majority of production is

Scaled Evaluation Grid					
Item	Rated Criteria	Mandatory Requirements	Rating Guide		
		types of food will be grown, how production will be scaled and how outputs will contribute to the local food community. Proposals must also include strategies to maintain high standards of food safety, handling and storage.	direct-to-consumer sales.  <b>(5 Points)</b>	feed, floriculture, or crops destined for non-human outputs such as ethanol.  <b>(15 Points)</b>	dedicated to food crops for human consumption, supporting local food systems and aligning with public interest in food security and health.  Emphasis on minimal transformation and direct sales from the farm. Demonstrates proven integration in the local food economy.  <b>(25 Points)</b>
6	<b>Grow Using Sustainable Farming Methods</b>	Proposals must demonstrate a clear commitment to sustainable farming practices. The vision should outline three goals the Proponent aims to achieve within the five-year lease term.	No mention of sustainable practices; unrealistic Proposal lacking feasibility and innovation; no clear planning for timelines or resource management  The operation relies on conventional methods with limited attention to sustainability or environmental impact.	Feasible Proposal with some innovative elements, general timelines and resource considerations  Some sustainable practices are in place (e.g. crop rotation, reduced chemical use), but the approach is informal or not fully integrated into the farm's operations. Clear plan utilizing most of the	Comprehensive plan demonstrating full use of all arable land and development or marginal lands, using proven crop management and sustainability practices. The operation uses certified organic, regenerative, or other advanced sustainable practices, with a clear plan for soil health, biodiversity, water conservation and climate

Scaled Evaluation Grid					
Item	Rated Criteria	Mandatory Requirements	Rating Guide		
			(5 Points)	arable land, with effective strategies, but lacking some detail on sustainability.	resilience.  Proposal shows previous leadership and experience in sustainability, using evidence-based farming practices that minimize environmental impact.
				(15 Points)	
					(20 Points)

**3.2.1. Rated Criteria 1: Reside On-Site**

Proponents must indicate whether they or a designated operator will reside on the leased Property. If residence is planned, they should describe the nature and duration of that residence (e.g. full-time, seasonal, part-time) and explain how it will support land stewardship, operational oversight, and responsiveness to daily needs or emergencies. If residence is not planned, Proponents must outline alternative strategies for ensuring consistent site management and presence.

**3.2.2 Rated Criteria 2: Sell to Local Community**

Proponents should describe their approach to engaging with the local market, including direct-to-consumer sales channels such as farmer’s markets, CSA programs, local retailers or institutional buyers. They must explain how their sales strategy will support community access to fresh food, strengthen local economies, and foster relationships with nearby residents and organizations. Include any plans for marketing, outreach or partnerships that enhance local engagement and visibility.

**3.2.3 Rated Criteria 3: Incorporate NCC Infrastructure Maintenance and Care**

Proponents are expected to detail how they will maintain and care for NCC infrastructure located on or adjacent to the leased Property. This includes trails, signage, fencing, access points, and other public-facing assets. Proposals should outline a maintenance schedule, assigned responsibilities, and any planned enhancements or stewardship activities that support the NCC’s broader land management goals and public accessibility.

### **3.2.4 Rated Criteria 4: Offer Agritourism Opportunities**

Proponents should explain how they plan to incorporate agritourism into their operations, including educational, recreational or cultural activities such as farm tours, seasonal events, workshops or on-site experiences. They must describe the frequency, scale and intended audience of these activities, and how they will contribute to public engagement, agricultural awareness and diversified income. Proposals should also address any infrastructure or staffing needed to support agritourism.

### **3.2.5 Rated Criteria 5: Grow Food for Human Consumption**

In the Greenbelt, food grown for human consumption means crops that can be consumed directly by the end user with little or minimal processing. This includes vegetables, grains, meats, fish, honey, fruits and nuts.

When it comes to grains, the NCC defines “food” as grains that can be milled on the farm, at home or in a small facility to be directly used as flours, oats, wheatberries, hemp hearts, etc., or any grains grown to be used for animal feed by that farm or another farm in the Greenbelt without outside processing (including hay or hay silage).

At its core, anything grown on a Greenbelt farm will be considered “food” if it is available for direct consumption by someone in the National Capital Region, or a visitor to the region.

#### **Grow Food for Human Consumption**

This requirement prioritizes agricultural operations that directly produce food intended for local or regional human consumption. Proposals that emphasize fresh fruits, vegetables, grains, or other edible crops with a clear pathway to the consumer—whether through farmer’s markets, CSAs, on-site sales, restaurants, or other distribution channels—are considered to provide alignment with the NCC’s objectives of community engagement, local food systems and public benefit.

#### **Commodity Production (e.g. Genetically Modified Corn and Soybeans)**

Proponents whose agricultural operations are primarily focused on common large-scale commodity crops, such as genetically modified corn and genetically modified soybeans grown in rotation, would not score as highly under this requirement. This is because:

- These crops are typically grown for animal feed, ethanol production, industrial components, or highly refined food ingredients, rather than direct consumption as food.
  - The end uses of these crops are commodities: it is generally impossible to trace where they go, how they are used, or whether they contribute to local food systems.
  - Genetically modified versions of these crops are usually engineered for resistance to the herbicide glyphosate or for pest resistance (e.g. BT corn), making them highly specialized to industrial-scale farming systems.
-

The NCC recognizes that the production of genetically modified corn and soybeans is a vital part of Canadian agriculture and the broader economy. However, within the context of NCC leases—where goals include community connection, sustainable land stewardship, and the direct provision of food to the public—such operations do not fully align with the priorities of “growing food for human consumption.”

### **3.2.6 Rated Criteria 6: Grow Using Sustainable Farming Methods**

Proponents must detail the sustainable farming practices they will implement, such as organic certification, regenerative techniques, integrated pest management, water conservation and biodiversity protection. They should explain how these methods contribute to long-term environmental health and climate resilience. Proposals should include a sustainability plan or framework that demonstrates measurable outcomes, ongoing monitoring and continuous improvement. Farmers that engage in sustainable agricultural practices attract a broader base of farm clientele from the local community, and those practices can have a positive impact on natural habitat on the farm, as well as mitigating effects on wildlife, the community and the climate.

## **4.0 TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSALS**

### **4.1 Inquiries and Requests for Additional Information**

Any requests for clarification or additional information concerning this RFP must be addressed in writing to:

NCC Authority:  
Leasing Team  
National Capital Commission  
202-40 Elgin Street  
Ottawa, ON K1P 1C7  
[leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca)

The deadline for requests for clarification or information is **November 21, 2025 at 4 pm EST**.

### **4.2 Proponents to Follow Instructions**

Proponents must structure their Proposals in accordance with the instructions in this RFP. Where information is requested in the RFP, any response made in a Proposal should reference the applicable section numbers of this RFP where that request was made. The Proponent shall ensure that both the Mandatory Requirements and Rated Criteria are adequately addressed. If the word “must” is used in any part of this document, it must be considered as forming part of the Mandatory Requirements.

### **4.3 Amending or Withdrawing Proposals Prior to the Proposal Submission Deadline**

At any time prior to the Proposal Submission Deadline, a Proponent may amend or withdraw a submitted Proposal. The right of Proponents to amend or withdraw includes amendments or withdrawals wholly initiated by Proponents and amendments or withdrawals in response to subsequent information provided by addenda. Any amendment must clearly indicate what part of the Proposal the amendment is intended to replace.

A notice of amendment or withdrawal must be received at the address in Section 5.4 prior to the Proposal Submission Deadline and must be signed by an authorized representative of the Proponent. The NCC is under no obligation to return amended or withdrawn Proposals.

### **4.4 Limitations of Liability**

The Proponent shall not hold the NCC or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives liable for any error or omission in any part of this RFP. While considerable effort has been made to ensure that all information contained in the RFP is accurate, the NCC does not represent or warrant that the information contained in this RFP or any supplemental documents is accurate, comprehensive or exhaustive. Nothing contained in this RFP is

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intended to relieve the Proponent from forming its own opinions and conclusions with respect to the matters addressed in this RFP.

The NCC and any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives shall not be liable to the Proponent or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives for any losses (including damage for loss of anticipated profit), expenses, costs, claims, damages, including incidental, indirect, special or consequential damages, or liabilities arising out of or by reason of or attributable to this RFP or arising out of, submitting a Proposal, requesting clarification, the communication on any information contained in the Proposal to any party, including the public, or due to the NCC's acceptance or non-acceptance of the Proposal received, or as a result of the termination of this RFP.

#### **4.5 Proponents to Bear Own Costs**

Each Proponent is responsible, at its own cost, for conducting its own independent research, due diligence, travel and any other work or investigations or seeking any other independent advice necessary for the preparation of the Proposal and, if selected, for entering into the concurrent lease agreements.

#### **4.6 Clarification of Proponent's Proposals**

The NCC reserves the right to seek clarification and supplementary information relating to the Proposal from Proponents after the Proposal Submission Deadline. The response received by the NCC from the Proponent shall, if accepted by the NCC, form an integral part of that Proponent's Proposal. The NCC reserves the right to interview any or all Proponents to obtain information about or clarification of their Proposals.

#### **4.7 Validity of the Information Presented**

In the event that the NCC receives information at any stage of the evaluation process which results in earlier information provided by the Proponent being deemed by the NCC to be inaccurate, incomplete or misleading, the NCC reserves the right to revisit the Proponent's compliance with the Mandatory Requirements and/or adjust the scoring of the Rated Criteria.

#### **4.8 No Incorporation by Reference by Proponent**

The entire content of the Proponent's Proposal must be submitted in a fixed form and the content of websites or other external documents referred to in the Proponent's Proposal will not be considered to form part of the Proponent's Proposal.

#### **4.9 Proposals to be Retained by the National Capital Commission**

Subject to Section 5.2, the NCC will not return the Proposal or any accompanying documentation submitted by a Proponent.

Submissions received on or before the stipulated closing date and time will become the property of the NCC and will not be returned. All submissions will be treated as confidential until opened.

#### **4.10 Selection of the Successful Proponent**

Notice of selection by the evaluation committee to the Successful Proponent will be in writing. The Successful Proponent shall enter into an Agricultural Lease Agreement with the NCC.

The NCC acknowledges the need to add transaction-specific particulars to the Agricultural Lease Agreement, but the NCC will not otherwise make material changes to the form of the Agricultural Lease Agreements.

#### **4.11 Failure to Enter into Lease Agreement**

If the Successful Proponent fails to execute the lease agreement or satisfy any other applicable conditions, the NCC may, in its sole and absolute discretion and without incurring any liability, rescind the selection of that Proponent and proceed with the selection of another Successful Proponent.

#### **4.12 Notification to Other Proponents of Outcome of RFP Process**

Once the Successful Proponent and the NCC execute the Agricultural Lease Agreement, the other Proponents will be notified by the National Capital Commission in writing of the outcome of the RFP process.

#### **4.13 Reserved Rights of the National Capital Commission**

##### **Interpretation**

In the information for proposal, words importing the singular include the plural and vice versa, words importing gender include all genders and words importing persons include corporations and vice versa. All capitalized terms in this RFP documentation shall have the meaning given to such terms in the contract agreement, unless the context otherwise requires.

The National Capital Commission reserves the right to:

- (a) Request written clarification or the submission of supplementary written information in relation to the clarification request from any Proponent and incorporate a Proponent's response to that request for clarification into the Proponent's Proposal;
  - (b) Assess a Proponent's Proposal on the basis of:
    - (i) Information provided by references;
    - (ii) The Proponent's past performance on previous contracts awarded by the National Capital Commission;
    - (iii) The information provided by a Proponent pursuant to the National Capital Commission exercising its clarification rights under this RFP process; or
    - (iv) Other relevant information that arises during this RFP process;
  - (c) Verify with any Proponent or with a third party any information set out in a Proposal;
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- (d) Disqualify any Proponent whose Proposal contains information that in the sole opinion of the National Capital Commission is a misrepresentation or inaccurate or misleading;
- (e) Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP; accept or reject any and/or all Proposals; to waive irregularities and technicalities; to enter into negotiations with Proponents on any or all aspects of their Proposal, request a resubmission; and to cancel and/or re-issue this RFP at its sole and absolute discretion. Any response received may or may not be rejected by the NCC depending on available competition and requirements of the NCC. The NCC reserves the right to negotiate with the sole responsive Proponent to ensure best value.
- (f) Disqualify any Proposal that is substantially incomplete or does not follow the format outlines;
- (g) Accept any Proposal in whole or in part;
- (h) There is no obligation on the part of the NCC to award an Agricultural Lease Agreement to the highest scored Proponent and reserves the right to award an agreement in a negotiated agreement, which is most advantageous, and in the best interests of the landlord. The landlord shall be the sole judge of the Proposal and the resulting negotiated agreement that is in its best interest and the landlord's decision shall be final. The NCC also reserves the right to investigate, as deemed necessary, the ability of any Proponent to operate the Property. The Proponent shall provide information to the landlord that it deems necessary to make this determination.

These reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the NCC shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting from the NCC exercising any of its express or implied rights under this RFP. The Proponent agrees that the exercise of any right described herein shall be without liability on the part of the NCC for any damage or claim brought by a Proponent because of same nor shall the Proponent seek any recourse of any kind against NCC because of same.

By submitting its Proposal, the Proponent authorizes the collection by the NCC of the information set out under (c) in the manner contemplated in that subparagraph.

## **5.0 SUBMISSION PROCEDURES AND DEADLINE**

### **5.1 Submissions**

#### **SUBMISSION ASSUMPTIONS**

In submitting a response to this RFP, the Proponent acknowledges and agrees that:

- i. It has read and understood the requirements of this RFP.
- ii. It waives any claims as a result of not making its best efforts to obtain information about the Property.
- iii. If selected as the Successful Proponent as a result of this RFP, it shall enter into a lease and will promptly and completely meet its obligations under the lease.

#### **CONFIDENTIALITY**

All documentation and information obtained by the Proponent, the Proponent's business partners, representatives, and other third parties associated with the Proponent in respect of this RFP, are the property of the NCC, and must be treated as confidential and must not be used for any purpose other than for responding to this RFP and for fulfilling any subsequent agreement with the landlord. Upon the request, all such documentation and information, and copies thereof, must be returned to the NCC.

Proponents shall not disclose, without the NCC's prior written approval, any details pertaining to their Proposal, and/or the selection process in whole or in part to any business partners, representatives, or other third parties associated with the Proponent in respect of this RFP except to such of them to whom disclosure is necessary in connection with this offer and who have agreed to be bound by the obligations of confidentiality under this RFP. Proponents shall not issue a news release or other public announcement pertaining to details of their Proposal, this RFP and/or the selection process without the NCC's prior written approval.

Proponents must ensure that the Proponent, the Proponent's business partners, representatives, and other third parties associated with the Proponent in respect of this offer do not disclose or publicize at any time any of the information provided to it by the NCC or its Agent, or any of the information obtained in connection with this offer without the prior written consent of the landlord.

Any violation of this provision will result in the rejection of the Proponent's Proposal and disqualification from further participation in this RFP process.

#### **EXAMINATION OF DOCUMENTS**

By submitting a Proposal, the Proponent agrees they have ascertained the extent of its obligations under this RFP and any resulting agreement, by calculation and by examination of the documents concerning this RFP. The Proponent shall not, under any pretense whatsoever, make any claim because of errors or omissions that may exist in the documents and drawings associated with this RFP.

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## **ACCESS TO INFORMATION ACT**

Proposals will be held in strict confidence. Notwithstanding, Proponents are advised that, as a Crown corporation, the NCC is subject to the provisions of the *Access to Information Act*. Information submitted by third parties may only be released with the agreement of the third party if properly requested, and not exempt from disclosure, under the Act. All Proposals will be subject to the *Access to Information Act*.

## **NEED FOR DUE DILIGENCE**

Proponents are advised that information provided by the NCC does not constitute an offer of any kind or nature whatsoever nor a position nor any guarantee by the NCC to any or to all Proponents, and Proponents shall conduct their own due diligence inquiries and investigations with respect to all aspects of their Proposal.

## **GOVERNMENT AUTHORITY**

It shall be clearly understood that, even after selecting the Successful Proponent from the RFP process, and subject to the terms of the lease, the NCC may require a Treasury Board recommendation and a Governor in Council approval prior to having any authority to enter into the lease contemplated in this RFP. Accordingly, any selection by the NCC of a Successful Proponent shall not be deemed to bind the NCC to any agreement. No officer or agent of the NCC is being held out as having actual or ostensible authority to bind the NCC to any agreements.

Proposals must be submitted via one of the following methods.

### 5.1.1 Mailed Submissions

A Proponent may submit one (1) copy in each marked envelope as follows:

- The items identified under the Mandatory Requirements shall be submitted in a separate sealed envelope labelled “Mandatory Requirements”; and
- The Rated Criteria (1–4) plus annex(es), if required, shall be submitted in a separate sealed envelope labelled “Rated Criteria.”

The two (2) marked packages shall be placed in one single large envelope and submitted to the address stated in Section 5.4.

Additional requirements: Paperwork no greater than 8.5 in. x 11 in. in size with size 11-point font.

### 5.1.2 Emailed Submissions

A Proponent may submit their Proposal package via email and ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation. The following instructions must be followed in order to provide consistency in Proponent response and ensure each Proposal receives full consideration.

- Save the items identified under the Mandatory Requirements as a PDF file titled “Mandatory Requirements”;
- Save the items identified under the Rated Criteria as a PDF file titled “Rated Criteria”;
- Save the annex(es) as part of the Rated Criteria as an Adobe Acrobat PDF file titled “Rated Criteria – Annex(es).”

Additional requirements: Electronic paperwork no greater than 8.5 in. x 11 in. in size with size 11-point font.

To prepare and send the email:

- Attach the requirement PDFs to one (1) email with the subject line **Agricultural Farm Lands – GRF**.
- Note that the total size of the email, including all attachments, cannot exceed **15 MB**.
- Send the email to NCC Authority: Deanne Skukowski, Leasing Analyst [leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca). Proposals submitted by email to any other email address will not be accepted.

Other considerations:

- It is critical that the Mandatory Requirements and Rated Criteria attachments are saved separately to ensure confidentiality. **Proposals that do not comply with these instructions will not be accepted.**
  - The NCC is not responsible for any transmission errors. Emails with links to Proposal documents will not be accepted.
  - Should you have any questions regarding this process, please contact the NCC Authority: Deanne Skukowski, Leasing Analyst [leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca).
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## **5.2 Deadline for Submission of Proposals**

Proposals must be received on or before the closing date and time. The deadline for submission of Proposals is:

**Friday November 28, 2025 4 pm EST**

It is the responsibility of Proponents to ensure their Proposals are received at the required address before the closing date and time. **Proposals received after the closing date and time indicated in this RFP will not be accepted and will be returned unopened to the Proponent.**

## **5.3 Extension of Proposal Submission Deadline**

The National Capital Commission may, at its sole discretion, extend the Proposal Submission Deadline for a reasonable amount of time.

## **5.4 Address for Submission of Proposals**

Faxed Proposals will not be considered.

Emailed Proposals submitted in accordance with section 5.1.2 to [leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca) will be accepted.

Mailed Proposals submitted in accordance with section 5.1.1 will be accepted and shall be addressed to the NCC Authority:

Deanne Skukowski, Leasing Analyst – REQUEST FOR PROPOSALS  
National Capital Commission  
202–40 Elgin Street  
Ottawa, ON K1P 1C7  
[leasing-location@ncc-ccn.ca](mailto:leasing-location@ncc-ccn.ca)

## **Appendices**

APPENDIX A – Maps

APPENDIX B – All Properties Overview

APPENDIX C – Additional Useful Information for Proponents

APPENDIX D – RFP Form

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## APPENDIX A – MAPS

### Site Overview

#### Site Location – Property A



*Figure 4. Property A, approximately 500 acres of land at 1740 Woodroffe Road*

**Site Location – Property B**



*Figure 5. Property B, approximately 10 acres of land at 3641 Fallowfield Road*

**Site Location – Property C**



*Figure 6. Property C, approximately 18 acres at 2086 Woodroffe Road*

**APPENDIX B – ALL PROPERTIES OVERVIEW**



*Figure71. Property A highlighted in green, Property B highlighted in blue and Property C highlighted in orange.*

**APPENDIX C –  
ADDITIONAL USEFUL INFORMATION FOR PROPONENTS**

<b>Agricultural resources</b>	<b>Best management practices and programs</b>
Ministry of Agriculture, Food and Rural Affairs	<a href="#"><u>Agricultural Best Management Practices</u></a>
Ministry of Agriculture, Food and Rural Affairs	<a href="#"><u>Ontario Food Safety Monitoring Program</u></a>
Ontario Soil and Crop Improvement Association (OSCIA)	<a href="#"><u>Ontario Environmental Farm Plan</u></a>
National Farm Animal Care Council	<a href="#"><u>Codes of Practice for the Care and Handling of Farm Animals</u></a>
Canadian Organic Growers	<a href="#"><u>Guide to the Canadian Organic Standards</u></a>
Agricorp	<a href="#"><u>Farm Business Registration</u></a>
NCC's Sustainable Agricultural and Food Production	<a href="#"><u>Sustainable Development Strategy</u></a> <a href="#"><u>Sustainable Agriculture and Food Strategy Draft</u></a>

**APPENDIX D – RFP FORM**

The following RFP form is intended to guide Proponents in the completion of their RFP submission. The NCC asks that Proponents complete the following form to identify which location(s) they are interested in pursuing and return it to the NCC Authority by **November 14, 2025, 4 pm EST**.

If more writing space is required than what has been provided below, additional pages may be added to the RFP form, noting a maximum page limit of ten (10) pages, not including appendices.

Proponent Name: \_\_\_\_\_

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

**Contact Information**

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

<b>Property Selection</b>	<b>Interested in Leasing (Yes/No)</b>
<b>Property A – 202.3 ha (500 acres) located at 1740 Woodroffe Avenue</b>	
<b>Property B – 4 ha (10 acres) located at 3641 Fallowfield Road</b>	
<b>Property C – 7.3 ha (18 acres) located at 2086 Woodroffe Road</b>	

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