



April 10, 2025

NG25-PD-01 Official Plan RFP Addenda #1

- 1. The draft 2025 Budget indicates a budget of \$190,000 for “Official Plan”. Can this amount be confirmed that it is meant to be used for the consultant costs associated to the Official Plan Update?**

The \$190,000 is allocated for the Official Plan Update.

- 2. Is it anticipated that the successful consultant will be responsible for creation of the OP schedules? If yes, please confirm the desired format of the Schedules and if any existing base mapping (and the format) is available.**

We have base mapping available through GIS. The schedules and their designations do exist - there may be some tweaking of existing designations.

- 3. Can the municipality provide more information on the desired format for public consultation considering in person versus virtual options? Further, is it anticipated that the up to 14 consultation sessions with various committees of Council are in person or virtual?**

Meetings with Committees would be virtual as we do allow for hybrid meeting options. Any larger community consultations would be expected to be in person such as open houses. Presentations to Council would be in person preferably although hybrid is an option.

- 4. Is there an anticipated project completion date?**

Understanding how large of a project an Official Plan Update can be, Staff anticipate about a 12 month process.

- 5. Will the Municipality provide the existing Official Plan in Microsoft Word upon contract award?**

Yes.

- 6. Will the Consultant be responsible for the consolidation of any Official Plan Amendments that have been approved since November 2018, or will a consolidated version of the Official Plan be provided? If the responsibility of the Consultant, can the Municipality confirm how many OPAs require consolidation?**

Municipal Staff consolidate the Official Plan after every Official Plan Amendment.

Municipality of North Grenville
285 County Road 44, Box 130, Kemptville, ON K0G 1J0
T (613) 258-9569 F (613) 258-9620 general@northgrenville.on.ca



- 7. Section 3.2 Study Objectives of the RFP includes “Updated growth management strategies, including revised population and dwelling forecasts and increased intensification targets to accommodate North Grenville’s projected growth and current populations needs.” Section 3.3 Scope of Work on pg. 9 of the RFP also references the need the “analyze population growth, economic development, and housing needs to inform future planning decisions.” Can the Municipality please confirm that population, housing, and employment forecasts have already been completed as part of the “2023 Long-Term Population, Housing and Employment Study” by KPMG referenced on pg. 8 and pg. 11 of the RFP, or are updated forecasts the responsibility of the Consultant undertaking the Official Plan Update?**

Long-term population forecasts have already been undertaken. The intent would be to analyze the data as part of developing Official Plan policies related to supporting North Grenville's Growth.

- 8. Section 3.3 Scope of Work references “the latest housing needs assessment”. Is this referring to the 2022 Housing Strategy, currently being updated, which is referenced in Section 3.6 Background Documents Provided? What is the anticipated timeline for completion of the Housing Strategy?**

Reference and referral would be to the Housing Strategy from 2022. An updated Housing Needs Assessment is underway but is not anticipated to be completed until Q3. If there is data that is available in a timely manner, this can be provided to the successful consultant.

- 9. Can the Municipality confirm whether Council presentation(s) are required to be in-person, or is virtual attendance acceptable?**

Final presentation to Council is in person.

- 10. Can the Municipality confirm whether the Special Meeting of Council required under the Planning Act has already been held as part of the Official Plan Pre-Consultation project, or is this the responsibility of the Official Plan Update Consultant?**

This would be required as part of this update. It was not undertaken as part of the Preconsultation.



11. Will the Consultant be responsible for providing mapping and GIS services to prepare updated Official Plan Schedules, or will Schedule updates be undertaken by the Municipality or the United Counties of Leeds and Grenville, with input from the Consultant?

Yes. The Municipality can provide GIS layers and parcel mapping to the successful consultant.

12. The RFP suggests several different groups will need to be consulted as part of this engagement, including the public, staff, Council, the BIA, municipal advisory committees, and community groups. Can the Municipality provide an estimate of the number of groups that should be included in this engagement?

It is anticipated that 15 engagement sessions with various stakeholder groups should be conducted. The Consultant would be encouraged to include a price per additional engagement session should additional sessions be requested.

13. Regarding references to stakeholders in the RFP, can the Municipality confirm which stakeholder groups should be engaged?

Stakeholders could include the BIA, Chamber of Commerce, Development Community, local community agencies. Some of these groups would be consolidated (e.g. BIA and Chamber).

14. Regarding consultations with the 14 committees of Council, are these expected to take place as separate consultation meetings, or can combined sessions be held that include multiple committees? Further, at what stage of the Official Plan Update is consultation with the 14 committees of Council preferred?

The Municipality has 10 advisory committees of Council. Some committees would be consolidated. Committees include: Agriculture and Rural Affairs Committee, Housing Committee, Environmental Action Committee, Accessibility Committee, Arts, Culture and Heritage Committee, Health, Wellness and Active Transportation Committee, Community Economic Development Advisory Committee, Equity, Diversity and Inclusion Advisory Committee, Indigenous Advisory Circle.

Committees can be consolidated for efficiency and time.

Consultation is anticipated after policy development for review and feedback from the various interested committees. The What we Heard Report gave us a good base to move to policy development.



- 15. Regarding stakeholder and public engagement, can the Municipality confirm whether public meetings or open houses are preferred to be held in-person, virtually, or through hybrid means? Will the Consultant be responsible for hosting virtual meetings, or does the Municipality subscribe to any virtual engagement platforms?**

Statutory Public Meetings would be in person, while stakeholder meetings and combined committee consultations would be hybrid, with MNG staff in attendance and consultant virtually.

- 16. Pg. 10 of the RFP states the Consultant's Work Plan shall include public consultation in accordance with the Planning Act. Please confirm that the Consultant is responsible for undertaking the Statutory Public Open House and the Statutory Public Meeting.**

Yes. MNG Planning Staff will assist with circulation of notices.

- 17. Will engagement with Indigenous communities be the responsibility of the Consultant, including maintaining an Indigenous Engagement Record, or will this engagement be undertaken by the Municipality? Does the Municipality have existing relationships with neighbouring Indigenous communities? How many Indigenous communities will be engaged?**

The Municipality has an Indigenous Advisory Circle. It would be appreciated if the consultant could assist with consulting Indigenous Communities. In the past the Municipality has reached out to the Algonquins of Ontario. This could be further refined in consultation with the Indigenous Advisory Circle to identify any local communities that should be engaged with.

- 18. Can the Municipality share the budget or budget range for this project?**

\$190,000 was included in the budget for 2025 for the Official Plan Update.

- 19. Has the Municipality established an ongoing relationship with First Nation communities/AOO that would be able to be beneficial to the duty to consult requirements of the OP update?**

The Municipality has an Indigenous Advisory Circle. Consultation has traditionally been through the United Counties with the Algonquins of Ontario.

- 20. Would the successful bidder have access to the Municipal/UCLG GIS to enable analysis, land use assessment, OP schedule development (willing to sign data use agreement for life of project)?**

Yes.



21. Would the successful bidder get access to EA data/reports related to water and sanitary treatment services and remaining or planned reserve capacity?

Reports can be made available. It is anticipated that the Master Servicing Plan would be completed or near completion at the start of the project.

22. Would you be able to identify various public community halls located throughout the Municipality where community consultation/outreach/public meetings could be held?

The Municipality has community halls in Bishops Mills, Burritts Rapids and Oxford Mills, as well as the Municipal Centre in Kemptville. Opportunities could also exist on the Kemptville Campus.

23. Would the successful bidder have access to recent archaeological assessments conducted in the Municipality?

Yes. These assessments would be more so tied to larger projects. There are also assessments provided as part of private development projects.

24. Would the Municipality be open to reviewing the notice period for insurance cancellation to 30 days? Our insurer is unable to provide notice exceeding 30 days.

We would be open to reviewing this.

25. What stakeholders does the Municipality anticipate to be consulted? Does the Municipality have a list?

Developers, Committees of Council, Business Community (BIA/Chamber of Commerce), Municipal Staff + relevant agencies (E.g. CA/UCLG Staff)

26. Is the list of designated heritage site on the Municipality's website current?

27. Yes.

28. Will the Municipality require the draft OP in both Word and PDF format?

Yes



29. We have reviewed the bid details and note that you require a hard copy as well as an electronic submission. In order to provide a hard copy before the deadline, due to Easter weekend, and guarantee delivery, we would have to courier the submission by April 17th, 2025. Could any consideration been given to extending the deadline by one or two days?

The Municipality is not considering extending the deadline for the RFP Submission.