

## RFP – Official Plan Review questions submitted by May 8, 2024

1. Could the Township please confirm if population, housing, and employment projections have been completed in preparation for the Official Plan Review, or if that would be part of the required scope of work to be undertaken by the successful proponent?  
**Township staff have this information and will share with the successful proponent.**
2. Page 2 of the RFP, under “Municipal Resources” sets out the tasks to be carried out by Township staff for the Review. Can the Township confirm if the successful proponent be responsible for leading engagement outreach with the relevant external agencies and Indigenous communities, including being the primary project contact throughout the Review and circulation of notices/deliverables? **The successful proponent would lead the engagement outreach. The successful proponent will be responsible for giving a primary contact to any Agencies and Indigenous Communities. A township staff member will assist with obtaining contacts, and setting meetings with the proponent. Township staff have received communication from MMAH who will also assist with coordinating with Ministries and Agencies.**
3. Can the Township confirm whether Township staff will be responsible for the required notice circulations to prescribed agencies under the Planning Act? **The successful proponent is required to prepare notices and distribute to agencies and public. Township staff will assist in obtaining contacts and will post notices in the Township’s monthly Newsletter and Website.**
4. Regarding Indigenous engagement, would the Township be able to confirm the local Indigenous communities who would be expected to be engaged as part of the process? **Yes, municipal staff will deliver the successful proponent the contact information for the Local Indigenous communities.**
5. For public consultation, is it the preference of the Township that all consultation events be held in-person, online, or through hybrid means? **The public consultation should be given in a hybrid means. The Township can use their zoom account and will schedule meeting space for in person. Council would prefer the successful proponent be present in person at events to answer questions.**
6. For the required Special Meeting of Council, Statutory Public Meeting, and Council adoption meeting, can the Township confirm if virtual attendance would be acceptable? **Council meetings are held by zoom and in person. Council would prefer the successful proponent present in person but zoom is also acceptable.**
7. Regarding the scope of work on pg. 1 of the RFP, can the Township confirm whether current MPAC data is available to the successful proponent to assist in undertaking the vacant land supply analysis? **Township staff can assist with obtaining data from MPAC.**
8. Can the Township clarify what is meant by “an assessment of all property categories” on pg. 1 of the RFP? **This would be to review the MPAC property categories and how they might have changed over the last decade. Staff can provide MPAC data to successful proponent.**
9. Page 3 of the RFP notes the closing date and time, however the submission type is not specified. Will digital submissions by email be accepted? **Yes** If yes, please confirm the

contact information to whom the proposal would be submitted. **Proposals can be submitted to Jenny Leblond in person, by mail, or email. In person and mail to 2847 Chiswick Line, Powassan ON P0H 1Z0. Or email j.leblond@chisholm.ca**

10. Can the Township confirm the allocated budget for the Official Plan Review?

**No**

11. Pg. 8 of the RFP, under “Other Services” requests that proponents describe any non-municipal planning professional services provided to other clients and innovative products offered by your firm as well as any specific pricing structure for such services. Can the Township clarify what is meant by “non-municipal planning professional services”, and how is this related to the Official Plan Review? Is this request referring to other technical services, such as transportation planning, municipal engineering, water resources, and ecology? **Yes, could also include bridge/large culvert engineering if applicable.**

12. Can the Township confirm if there is a target project end date for the Official Plan Review? **No specific target end date, please provide timelines in the workplan.**

(Issued May 15, 2024 to Interested Parties by email)