



TOWN OF OLIVER

REQUEST FOR PROPOSALS

for

Official Community Plan Review and Update

December 8, 2015

ADDENDUM NO. 1

By this Addendum No. 1, the Request for Proposals document for the above noted Project shall be amended in response to questions received on the scope of Work.

Question No. 1: *Does the Town expect the proponent to include consultation event venues, public consultation event refreshments, applicable consultation equipment rentals, and advertising / notification costs within the \$75,000 budget or will the Town cover such costs?*

Response No. 1: The Town is prepared to cover costs associated with the booking of venues for public consultation events, equipment rentals (if necessary) and advertising / notification costs outside the \$75,000 budget.

Question No. 2: *Section 4.3.2(ii) - It is assumed proponent is responsible for providing content for press releases, bulletins, mail outs, etc. to the Town. Is the proponent responsible for the distribution and associated cost of such materials?*

Response No. 2: The proponent is responsible for providing content for press releases, bulletins, mail-outs, etc., however, the Town is prepared to undertake the distribution and associated

costs of distributing such materials.

Question No. 3: *Section 4.3.2.(iii) – could you elaborate on what is meant by a “training workshop” for the citizen committee? Is there something specific that the Town had envisioned?*

Section 4.3.2(iii) “Preparation of a training workshop and ongoing materials for the appointed citizen committee” — Specifically I would like clarification on the scope and intent of the training workshop. What is the purpose of the training workshop? Is it intended to prepare appointed individuals to participate as a committee member or is the training workshop intended to prepare the committee to be able facilitate engagement with the broader community?

Response No. 3: Proponents should not assume that members of any appointed citizen’s committee will be well versed with land use bylaws or land use planning principles and should be prepared to devote time — at the beginning of the process — to familiarizing committee members with these items.

Question No. 4: *Are you able to provide information on the composition of the technical advisory committee? What are the expectations for consulting with this group and how frequently will they be involved in the OCP review process?*

Response No. 4: The citizen’s committee will be comprised of volunteers, likely representing a diverse cross-section of the community. The number and type of meetings will be determined through the proposal.

Question No. 5: *Part 6 Fees and Disbursements – first sentence includes “...approvals and permits...” Could you please identify what approvals and permits the proponent would be required to obtain as part of this process?*

Response No. 5: While the language contained at Part 6 is considered to be general, proponents are asked to be aware that the Regional Context Statement (RCS) found in the current OCP Bylaw is due to be reconsidered in 2016. Further to Section 866 of the *Local Government Act*, this review (whether changes are proposed, or not) will require the “acceptance” of the Regional District Board.

Question No. 6: *Urban Growth Boundary Expansion Review – these processes are often identified as stand-alone projects due to their sensitivity and complexity. Could the Town further elaborate on what is expected from the proponent as it relates to this task?*

Response No. 6: In 2011, Town Council specifically resolved to defer the creation of an Urban Growth Boundary (UGB) and to include this project as part of the next OCP Review. Accordingly, the Town’s expectation is that the new OCP Bylaw will include an UGB.

Question No. 7: *Section 4.3.3 Technical Information — In addition to the Town’s Road Master Plan, is there a requirement for other infrastructure reviews (i.e. utilities and servicing etc.)?*

Response No. 7: The OCP should identify any areas of servicing concern and make it a policy that Council will update its DCC bylaws and capital plans to accommodate projected growth.

Question No. 8: *In section 1.4 and 6.0 of the above-noted RFP, it states all taxes must be included. As most of our municipal clients are exempt from the GST, could you kindly advise as to whether GST is an applicable tax or if it is to be excluded?*

Response No. 8: The GST may be excluded.

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