



TOWNSHIP OF SOUTH FRONTENAC

ADDENDUM #1

REQUEST FOR PROPOSAL
RFP# DS-2021-01

**Consulting Services to Prepare
a New Official Plan
for the Township of South Frontenac**

Issued on: February 16, 2021

ADDENDUM #1

- 1) Section 4.3 of the RFP states that proposals will also be accepted via Biddingo e-bid. Can the Township clarify if hard copies of the proposal are still required, in addition to a Biddingo e-bid submission?
 - Submissions can be made electronically on Biddingo. If a submission is made on Biddingo, there is no requirement to also submit hard copies of the proposal.

- 2) Section 2.2 of the RFP states that Council adoption of Official Plan is anticipated by August 2022. Given the municipal election year in 2022, can the Township confirm when the “lame duck” period is expected to begin for Council, and how this is expected to impact the project schedule, any public open houses or statutory public meetings, and Council adoption?
 - Township staff will know as of August 23, 2022 whether we are in a “lame duck” period leading into the 2022 Municipal Election.
 - The lame duck provisions of the Municipal Act only restrict specific expenditure and human resource decisions and would not have an impact on the Official Plan project schedule.
 - As the project nears the 2022 election the project team and consultant, in consultation with Council, may consider refinements to the project schedule.

- 3) For project schedule purposes, can the Township confirm how long it is expected that the County of Frontenac will need to review and provide preliminary comments on the Draft Official Plan?
 - County of Frontenac will require four to six weeks to review the draft Official Plan and provide preliminary comments. County Planning staff are available throughout the development of the Official Plan. Regular consultation with County Planning staff is required throughout the project to obtain feedback on policy approaches. This regular consultation with County staff throughout the project will assist with reducing the review time of County staff on the final draft of the Official Plan.

- 4) It is understood that the County’s GIS staff will be responsible for preparing the Official Plan Schedules, and that they will form part of the project team. Can the Township clarify if Township staff will be the primary liaison with the County’s GIS staff?
 - Township staff will be the primary liaison with the County GIS staff

5) Can the Township elaborate on the nature of the Municipal Servicing Options Study to be undertaken by others concurrently with the Official Plan Review, and if this project is anticipated to have impacts on Official Plan policies related to communal servicing in the Township?

- It is anticipated that this RFP will be released in Spring 2021 and the study will be completed by December 2021.
- The Municipal Servicing Options study is intended for the Township to consider its obligations under MECP guideline D-5-3, which requires municipal land use approval authorities to assess what type of drinking water and sewage systems are appropriate for new development.
- With the exception of Sydenham, which has a municipal supply of piped water, all development in the Township is serviced by individual private wells and septic systems.
- The Township is proposing to undertake a Municipal Servicing Options study to consider the potential for servicing development on full municipal servicing, public communal, and private communal services prior to permitting development to be serviced by individual private wells and septic systems.
- The Township, in partnership with the County of Frontenac, has been assessing the potential for communal servicing to be a viable alternative to private individual water and sewage servicing. There is interest in considering communal servicing as a viable option to service new subdivision growth and redevelopment within settlement area.
- The Municipal Servicing Options studies is also intended to assist the Township to assess the long-term impacts of individual on-site sewage services and individual on-site water services on the environmental health and desired character of rural settlement areas and the feasibility of other forms of servicing set out in policies 1.6.6.2 (municipal sewer and water) and 1.6.6.3 (communal servicing). This is especially important as Sydenham, which is one of the key primary settlement areas, is partially serviced. Under PPS 2020, partially serviced settlement areas are limited to infilling or rounding out.
- The Municipal Servicing Options study is intended to provide recommendations on how development can be serviced in the Township, especially within the rural settlement areas.
- It is expected that the Municipal Servicing Options study will impact policies in the Official Plan, especially in the settlement areas. It will also assist with establishing servicing policies within the Official Plan.

- 6) Can the Township confirm whether a vacant land supply analysis is required to be undertaken by the consultant to confirm whether there is sufficient land in the Township's settlement area boundaries to accommodate the residential growth projected in the Growth Analysis Study, 2016 to 2046 completed by Watson and Associates (2020)? Please also confirm if the County's GIS staff would prepare any mapping and GIS analysis associated with a vacant land supply analysis.
- The Township has mapped and undertaken a constraint analysis of the vacant land supply for its settlement areas. It is expected that the consultant will assist with further analysis of the land supply now that the Township has the results of the Growth Analysis Study completed by Watson & Associates in November 2020. The proposed policy framework and servicing approaches will impact the land area recommended to be included in urban settlement areas.
 - County GIS staff are available to assist with any further mapping required to finalize the vacant land supply analysis.
- 7) Section 3.2.4 of the RFP states that community engagement, including Open Houses and Council meetings may be required to be conducted virtually due to COVID-19. For budgeting purposes, can the Township confirm if pricing is to be shown for virtual and in-person engagement/attendance as options, or can consultants assume that all community engagement and Council meetings will be undertaken virtually?
- The Township expects each consultant to propose a public engagement strategy that meets the goals of the Township. However in light of the implications of the current pandemic, the Township requests the consultant provide provisional pricing options for both in-person engagement/attendance and alternative (virtual) forms of engagement.
- 8) Section 3.2.4 of the RFP states that the consultant for the Official Plan Review will be able to utilize the County of Frontenac's "Bang the Table" platform subscription for public engagement. Can you please confirm whether municipal staff would be responsible for day-to-day management of the website and platform, with the consultant coordinating with municipal staff for website content and uploads?
- The use of Bang the Table is optional. The Township is open to consultants using other software platforms and tools to assist with public consultation.
 - If using Bang the Table, the consultant will be responsible for providing content and where appropriate assisting in providing responses to questions that may be posted.
 - Township staff will be responsible for day-to-day management of the website and will be responsible for all back end management of the platform.

- Any information gathered through Bang the Table shall be provided to the consultant. The consultant shall be responsible for any analysis.
- Township staff are also available to assist more broadly with communications on the Official Plan project as well.

9) Has a LEAR been prepared or an Agrologist report been completed for the designated agricultural lands?

- No, a LEAR or Agrologist report has not been prepared for the designated agricultural lands.

10) pg. 7 of the RFP states "...discussion papers outlining current conditions, issues and potential policy options". How many Discussion Papers is the Township envisioning?

- It is anticipated that discussion papers will cover major topic areas that need to be addressed in the development of the Official Plan. The following discussion papers are required:
 - Housing
 - Agriculture & Rural Development
 - Waterfront Development
 - Settlement Areas
 - Employment Lands
- In consultation with the consultant, additional discussion papers may be identified.

11) Have any discussions started with the Algonquins for their future land acquisitions?

- Canada, Ontario and the Algonquins of Ontario (AOO) continue to make progress in their negotiations towards a settlement of the Algonquin land claim. A key component of the negotiation is the proposed transfer of provincial lands to AOO ownership. In October 2020, the Ministry of Natural Resources and Forestry released the proposed settlement lands in Eastern Ontario and was seeking feedback until December 2020.
- There is a small cluster of lands that are proposed to be transferred to the Algonquins of Ontario at the north end of the Township in the current proposed settlement. The transfer would occur following the approval of a final Settlement Agreement which is still a few years away.
- To date, the Township has not participated directly in the discussions with the Algonquins of their future land acquisitions.

12) When the Ministry of Municipal Affairs and Housing is the approval authority for an Official Plan, the Planning Act requires that the Draft Official Plan be circulated to the Ministry for a 90-day review period. Notices of Statutory Public Open House and Statutory Public Meeting can be issued no earlier than 90 days after the document has been submitted to the Ministry for review. Can you please confirm if Frontenac County has the same review requirements for the Draft Official Plan, and whether there is a restriction on the timing of the Statutory Public Open House during the County's review period?

- The County of Frontenac does not have the same requirement for a 90-day review period before the Township could send out a notice of statutory public open house and public meeting. There is no restriction on the timing of the Statutory Public Open House during the County's review period.
- Please consult response # 3 regarding the involvement of County Planning staff throughout the Official Plan project.

13) Is there an expectation that the Natural Heritage System mapping in the Frontenac County Official Plan would be incorporated into the new South Frontenac OP as is? Or is it expected that the County information will be a resource to create a new natural heritage system schedule for the SF OP?

- The 2012 Natural Heritage System mapping is intended to inform the natural heritage system schedule for the South Frontenac Official Plan. It is not expected that the Natural Heritage System mapping would be incorporated "as is". The 2012 Natural Heritage System mapping needs to be updated with up to date provincial mapping to create a natural heritage system schedule for the South Frontenac Official Plan.
- The County of Frontenac is intending to update the Natural Heritage System mapping starting in 2022. It is anticipated there may be placeholder put in the South Frontenac Official Plan anticipating a further Official Plan Amendment to refine the Natural Heritage System mapping.

14) Is there an expectation that the comprehensive review component of the project would include a servicing feasibility assessment (for communal servicing) of the existing settlement area vacant lands or expanded settlement area vacant lands?

- There is an expectation that a component of the comprehensive review will consider servicing feasibility of lands within the settlement area. Consideration for private, partial, communal and other servicing options will factor into the assessment of the supply of vacant lands to accommodate growth within the settlement area boundary.
- The County and member municipalities, including South Frontenac, are working together to look at models of ownership and risk management with regards to communal servicing at the current time to determine if communal servicing is a viable servicing option in Frontenac.

15) Meaningful engagement with First Nations can impact timelines and is distinct from other community engagement efforts. As noted in the OPPI report Indigenous Perspectives in Planning (2019) “Indigenous Peoples don’t need to be guided into a process - they already have a process. Integrate into that.” Is this understood and accepted by South Frontenac?

- The Township is at the start of developing a relationship with First Nation communities. The County of Frontenac has been engaging with the Algonquins of Ontario on other Official Plans under development in the County. The Township has a strong interest in engaging with the Algonquins in a meaningful way as part of the development of this Official Plan. The Township will work with County staff and the consultant to reach out early to ask how the Algonquins of Ontario want to be involved.

16) Does the Township anticipate the need to update/review policies related to seasonal occupants in a more comprehensive manner (beyond the creation of a framework for short-term rentals)?

- There has been a transition to more year-round and permanent occupancy of properties in the Township that were historically occupied on a more seasonal basis, especially in the southern end of the Township that is within easy commuting distance to Kingston.
- The Township anticipates that significant work needs to be undertaken to set policies for the development and re-development of waterfront properties in the Official Plan.
- There is a need for seasonal accommodation within the Township. Short-term rentals are the predominant form of accommodation available throughout the Township. There is increasing interest in establishing a framework for regulating short-term rentals. The consultant is expected to only set out the Official Plan policies for short-term rentals. Additional work to regulate short-term rentals is outside of the scope of this Official Plan project.
- Consideration of policies to facilitate alternate forms of seasonal accommodation, such as resort development, seasonal campgrounds and trailer parks, tiny cabin development and off-grid wilderness camping, will be required.

17) Does the Township anticipate structural and societal shifts brought on from COVID-19 (i.e. digital commuting), to play a large role in the development of OP policies?

- The Township has seen an increase in residents both from the Kingston area and surrounding metropolitan areas (Ottawa, Montreal and the GTA) moving to rural and waterfront properties in the Township.

- The Township has seen a sharp increase in the use of trails, lakes and outdoor amenities (public lands) for residents and visitors alike seeking outdoor recreation opportunities during COVID-19. This trend towards outdoor recreation is not anticipated to decline in the near term. There is currently a recreation master plan underway in the Township that is considering how these trends may impact the delivery of recreation services in the Township in the future.
- Prior to COVID-19, Township staff observed an increase in residents moving from the GTA, Ottawa and Montreal to retire to the Township. COVID-19 has sped up this trend and, anecdotally, there are more real estate inquiries from outside of the local area that staff are responding to.
- Land values have risen sharply based on recent sales and the supply relative to the demand for housing in the Township. It has also challenged the ability of local residents to find affordable housing within the Township.
- There has been an increase in requests to improve access to high-speed and reliable internet services in the Township to support remote work and learning.
- It is expected that the shifts brought about from COVID-19 will need to be considered and addressed in the policy framework established by the Official Plan (digital commuting, affordable housing, aging in place, mix of housing types, access to reliable, high-speed internet as a driver of population allocation).

18) When did the last transportation plan study update and is the Township expecting that it is part of the review?

- The Township does not currently have a comprehensive transportation plan and does not expect that a transportation plan to be part of this review.
- The Township has information on traffic counts and access to Public Services staff that can provide information to the consultant regarding current and future transportation plans in the Township.
- An active transportation plan was completed by the County of Frontenac in 2019 that is available to the consultant.

19) We understand that Watson & Associates completed the projections study in January 20, 2020. Is the Township expecting this study to be updated as part of the review?

- Watsons & Associates completed population projections for the County of Frontenac in early 2020. South Frontenac engaged Watsons & Associates to undertake a detailed population and employment projections for the Township, along with a growth analysis to consider the allocation of population throughout the Township. This work was finalized in November 2020.

- If required, Watsons & Associates are available through Township staff for further consultation to assist the consultant with finalizing the comprehensive review and population allocation aspects of the new Official Plan.

20) Is there any Financial Analysis required/expected as part of the “comprehensive review” of the settlement area boundaries or in assessing the employment lands supply?

- The Township does not anticipate financial analysis to be undertaken as part of the “comprehensive review” of the settlement area boundaries or in assessing the employment lands supply.

21) The RFP speaks to reviewing the boundaries of the rural and agricultural designations. Is a full Land Evaluation and Area Review (LEAR) study required in accordance with OMAFRA’s guidelines or is it intended to be more of a desktop exercise?

- The existing Official Plan identifies prime agricultural lands. Prime agricultural lands in South Frontenac are concentrated in the southern portion of the Township and are generally focused in 2-3 areas of the Township (Battersea/Sunbury; Harrowsmith; and Portland Township).
- South Frontenac CLI mapping is available on OMAFRA’s website: <https://sis.agr.gc.ca/cansis/publications/surveys/on/on39/index.html>
- The classification of prime agricultural lands must be reviewed relative to the 2020 Provincial Policy Statement definition of prime agricultural land.
- The Township intends that the review of prime agricultural lands is predominantly a desk-top mapping exercise informed by the criteria by OMAFRA.
 - CLI classes to assess land capability for agriculture
 - Lot sizes to assess fragmentation
 - Existing land uses to assess the degree of agricultural and non-agricultural uses in the area
- County GIS staff are available to assist with the mapping exercise.
- Township staff are available to facilitate consultation with the OMAFRA Rural Planner, with the Frontenac Federation of Agriculture, and other agricultural stakeholder groups.
- Candidate areas of prime agricultural land shall be ground-truthed. Township staff are available to assist with ground-truthing.
- The proposal should clearly state if the consultant feels a LEAR study or an agrologist needs to be engaged to assist with the evaluation of prime agriculture and rural lands.

22) What is the Township looking for in terms of the request to “establish servicing standards”? Is this referring to developing policies in terms of what types of servicing are supported implementing the findings of the County’s Communal Servicing Study? Or is the Township looking for more of a technical engineering assessment which speaks to more technical issues/advice to guide future development?

- The Township anticipates that the Official Plan will include policies identifying the preferred servicing hierarchy for development in settlement areas; rural subdivisions and condominiums and for rural lot creation.
- Servicing policies shall also implement the findings of the County’s Communal Servicing Study.
- The Township is undertaking the creation of subdivision standards that will create a more technical engineering assessment for future development separate from the creation of the new Official Plan.

23) Will the County provide any technical support or assistance with the “Bang the Table” platform or will the consultant just be provided access to the platform with the expectation that the consultant complete all work associated with getting the necessary public materials online?

- Please see response to question #8.

24) What is the status of the studies the Township is undertaking that are intended to inform the new OP?

- South Frontenac Growth Analysis Study, 2016 - 2046 – completed November 2020
- Recreation Master Plan – RFP awarded in January 2021 & anticipated to be completed in September 2021.
- Verona Housing Master Plan – RFP to be released in mid-February 2021
- Municipal Servicing Options Study – RFP to be released in Spring 2021 and anticipated to be completed in December 2021.
- A number of additional studies that can assist to inform the new Official Plan have been completed by the County over the past several years. These studies include:
 - County of Frontenac Population, Housing & Employment Projections, 2016-2046 (January 2020)
 - Active Transportation Plan (2019)
 - Communal Servicing Study (2019 & 2021)
 - Accommodation Review & Strategy for Growth (2017)
 - Age Friendly Community Action Plan (2017)
 - Private Lanes Study (2016)
 - Natural Heritage Study (2012)

25)e 5, item (b) regarding the Municipal Servicing Options Study: Can the Township please indicate which consultant or entity is completing this study, and when it is expected to be completed?

- The RFP is anticipated to be released in Spring 2021 with a target of December 2021 for completion.
- More information about the Municipal Servicing Options study is available in the response to question #5.

26)Page 5, item (b) regarding the Verona Seniors Housing Master Plan: Can the Township please indicate which consultant or entity is completing this study, and when it is expected to be completed?

- The RFP for the Verona Senior's Housing is anticipated to be released on February 19, 2021. The contract is anticipated the contract will be awarded on April 5, 2021. It is anticipated this will be completed in Fall 2021.

27)Page 5, item (b) regarding the Recreation Master Plan: Can the Township please indicate which consultant or entity is completing this study, and when it is expected to be completed?

- The Recreation Master Plan is currently underway. This study is being completed by Thinc Design (tocher heyblom design inc.) in association with mehak, kelly & associates.
- The study is anticipated to be completed in September 2021.

28)Page 5, bullet at the bottom: Please explain further what is expected in the review of the boundaries of rural versus agricultural designations -- if there is no LEAR study already completed and if a LEAR study is outside the scope of work -- because a LEAR study would provide the technical justification for the re-delineation of Prime Agricultural lands?

- Please see response to question #21.

29)Page 7, 5th bullet and also Page 12: Can the Township please establish that all consultation for the project will be facilitated remotely, in respect of overall public safety, the continued uncertainty of general vaccination of the population, and the emergence of new COVID-19 variants? Further to that, can there be an understanding that if things return to "normal" during the course of the OP project then consultation could transition to in-person to be decided at that time?

- Please see response to question #7.

30)Page 7, 5th bullet, and similar reference on Page 8 regarding engaging with the Algonquins: Can the Township please elaborate on its "interest" in meaningful

engagement with local First Nations groups; is the Township's interest that of outreach, dialogue, or otherwise? Please further explain the Township's understanding of a local OP's jurisdiction over Crown land with respect to establishing land use designation(s) that are implementable? Lastly, please indicate if any outreach to the Algonquins by the Township has already been conducted regarding the upcoming OP, and please summarize any feedback received by the Algonquins thus far?

- The Township believes it is important to consult with the Algonquins of Ontario through outreach and dialogue. The County of Frontenac has been speaking with the Algonquins of Ontario about the Central Frontenac Official Plan. County staff are available to assist with introductions between the Township and the Algonquins of Ontario.
- The Township is aware that a local Official Plan does not hold jurisdiction over Crown Land. With the exception of Frontenac Park, there is relatively few parcels of Crown Land within the Township.
- Township staff have not yet reached out to the Algonquins of Ontario about this project. As part of this project, the Township intends that the consultant and staff will reach out to the Algonquins of Ontario early in the project to ask how they would like to be involved in the development of the Official Plan.
- Please also see response to question #11 and 15.

31)Page 8, 2nd bullet under "Final Official Plan for Adoption by Township Council" regarding preparing the report: Typically staff prepare the report that accompanies the OP when it is presented to Council for adoption (although this does vary), so can the Township please confirm that staff will prepare this report? If the Township intends that the consultant prepare the report, please explain what the Township would like detailed in this report and its approximate length.

- Township staff will prepare the final report for the adoption of the Official Plan by Township Council. The consultant shall be available for Township staff to confer with prior to staff finalizing this report for Council.
- It is expected that the consultant will be available to attend the meeting where the Final Official Plan is provided to Council for adoption (virtual or in-person attendance should conditions allow).

32)Page 8, under "Final Official Plan for Adoption by Township Council": Please confirm that the activities after Council's adoption are outside the scope of work, namely formal submission of the OP to the County, post-adoption liaison and meetings with the County to facilitate the County approval process, and preparation of the "As Approved" version of the OP.

- Township staff will prepare the formal submission of the Official Plan to the County following adoption by Township Council.

- The consultant will be available to Township staff to assist with any post-adoption liaison and meetings with County staff to facilitate County approval. That said, it is anticipated that County staff will be consulted on an on-going basis through the Official Plan project. It is anticipated this on-going dialogue through the development of the Official Plan will minimize the need for post-adoption meetings.
- Township staff will be responsible for the preparation of the final Official Plan document with any modifications made by the County of Frontenac as part of the approval process.
- The consultant must be qualified and available to provide expert testimony at any LPAT hearing associated with the adoption of the new Official Plan. It is recognized that providing expert testimony at LPAT hearings related to the Official Plan is outside the scope of this RFP.

33)Page 10, Section 2.6, first bullet regarding WCAG 2.0 AA: Please explain how the Township will confirm compliance with WCAG 2.0 AA; will it be using a specific software package to validate compliance? Is so, can the Township please indicate what software will be used? Furthermore, it is our experience that WCAG-compliance checking software can claim there are errors even though a document is actually accessible; please indicate which member of the Township's Project Team has the ultimate discretion to decide what is WCAG 2.0 AA-compliant or not.

- Compliance will be achieved through the intentional creation of the Official Plan document and all related reports in MS Word. The chosen consultant will confirm with the Township the details required for the creation of an accessible document (e.g., font, headers, spacing, alternative text for images, etc.). The accessibility checker in Word will be used to verify that all elements of the document meet AODA requirements before the document is converted to a PDF and posted on the municipality's website.
- The Township Clerk, in consultation with the Director of Development Services, will have the ultimate discretion to decide what is WCAG 2.0 AA compliant.

34)Page 10, Section 2.6, third bullet regarding ESRI GIS files as deliverables: Please confirm that this is not an expectation of the consultant since the RFP indicates elsewhere that all mapping will be prepared by the County's GIS Specialist.

- It is expected that all mapping will be prepared by the County's GIS specialist.
- Should any mapping be undertaken by the consultant, it would be expected that any ESRI GIS files would be provided to the Township as part of the deliverables.

35)Page 10, Section 2.6, 1st and 4th bullet regarding hard copies: In the interest of reducing paper waste and promoting more sustainable practices, can the Township please omit the requirement for printing of hard copies (e.g., printing of reports, etc.)?

- The Township is willing to omit the requirement for printing of hard copies.

36)Page 10, Section 2.6, 4th bullet regarding "public notices": Can the Township please confirm that it will be responsible for the preparation and serving of all public notices required by the Planning Act? Furthermore, can the Township please confirm that the consultant would prepare any non-statutory consultation notices, but that the Township would still be responsible for serving of that notice (i.e., the Township deals directly with the local media for advertising rather than the consultant)?

- Township staff will be responsible for the preparation and circulation of all public notices required by the Planning Act.
- The consultant would prepare any non-statutory consultation notices with input from Township staff.
- All circulation of notices, statutory and non-statutory will be completed by Township staff.
- Township staff are available to manage project communication for promotion via Bang the Table, social media and local media. Township staff will make all arrangements with local media for advertising statutory and non-statutory notices. The consultant will be expected to provide content with input from Township staff.

37)Page 13, 1st paragraph regarding Bang the Table: Can the Township please confirm if the consultant is expected to provide material to support Bang the Table activities, or if the consultant is expected to be given "user" access to be fully responsible for content and management of that platform.

- Please see response to question #8.

38)Page 16, Section 4.3, 1st bullet regarding the requirement of hard copies for submission (paper & USB), however 2nd bullet notes that proposals accepted also via Biddingo. Please clarify. If a submission is uploaded via Biddingo, is a hard copy proposal still required, or is the e-Bid sufficient.

- Please see response to question #1.