

**May 22, 2025**

**Request for Proposal**  
**Project: Official Plan Review and Update and Zoning By-Law Update**

**ADDENDUM #10-2025-001**

This addendum forms part of the Bid Documents and amends the original Request for Proposal issued on May 9, 2025.

**Amendment to Section 4.1.2**

Please note the following change to 4.1.2 Project Background, specifically concerning the minimum scope of work:

The final bullet point:

- Review of lake specific policies

Is hereby removed from the list of minimum scope items to be addressed in submitted proposals.

No other changes have been made to this section.

**Amendment to Section 4.1.3**

The references to “including lake and road associations” are removed from both parts of Section 4.1.3 as follows:

- In the Official Plan Review, Item 4 is revised to read:
  - *Community and Stakeholder Consultation*
- In the Comprehensive Zoning By-law Update, Item 6 is revised to read:
  - *Community and Stakeholder Consultation*

No other changes have been made to this section.

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**Proponent Questions & Responses**

**Q1:** Will the Municipality accept virtual meetings when consulting with Council, staff, Indigenous communities, lake and road associations, the public, and other stakeholders?

**Q1:** The RFP does not specify whether virtual meetings are acceptable. However, since proponents are encouraged to propose “creative and cost-efficient” alternatives (Section 4.1.3), virtual options may be proposed in your methodology.

**Q2:** If there is a desire for in-person meetings, could you confirm which meetings would be required in-person?

**A2:** The RFP does not mandate which meetings must be in-person. It is left to the proponent's discretion to structure a consultation process that complies with the Planning Act and is inclusive of interest groups and the general public (Section 4.1.4).

**Q3:** Does the Municipality have existing relationships with Indigenous communities or organizations that should be engaged as part of this project? If so, will the Municipality facilitate introductions or initial outreach to Indigenous groups, or is it expected that the consultant manage this engagement independently?

**A3:** The Municipality does have existing relationships with Indigenous communities and will facilitate introductions to relevant groups for the purpose of this project.

**Q4:** Pg. 15, Section 4.1.5 Municipal Resources of the RFP states that the Municipality will coordinate notice publishing. Can the Municipality confirm if the consultant will be responsible for drafting all statutory and non-statutory notices?

**A4:** Yes, the consultant will be responsible for drafting all required statutory and non-statutory notices.

**Q5:** Is the Municipality open to incorporating digital engagement tools such as online surveys, interactive maps, or virtual workshops as part of the consultation strategy?

**A5:** The RFP encourages proponents to propose creative and cost-efficient engagement methods (Section 4.1.3), which would support the use of digital tools. There are no restrictions against their use.

**Q6:** Are there any specific studies or background reports (e.g., housing needs assessments, environmental reports, infrastructure studies) that the Municipality expects the consultant to prepare as part of this review, beyond what is already listed in the RFP?

**A6:** No additional studies are identified beyond the minimum scope in Section 4.1.2. Any additional studies would need to be proposed by the consultant and justified in the proposal.

**Q7:** Additionally, does the Municipality have any concurrent ongoing projects which will impact the OP?

**A7:** No, the Municipality does not have any concurrent projects that will impact the Official Plan.

**Q8:** Does the Municipality have a fulsome list of lake and road associations to be consulted, and if so, can the approximate number be provided?

**A8:** The references to lake and road associations have been removed by way of this addendum (see beginning of addendum). There are no specific lake and road associations in Red Lake.

**Q9:** Page 14, Section 4.1.2 notes that the consultant will undertake a "review and refinement of population projections." Could the Municipality please confirm who prepared the projections, when were they prepared, and if they include breakdowns by population, housing, and employment categories?

**A9:** The Municipality is currently in the final stages of completing a Capacity Study / Gap Analysis Project – Planning for Growth. A component of the study has looked at expected growth and population trends as well as population forecasts to 2045. The consultant will have access to this

study (expected release August 2025). The study also considers housing, employment, vacant land, infrastructure capacity etc which will also serve to inform the updated Official Plan and Zoning By-law.

**Q10:** Is the consultant expected to develop new projections as part of this assignment?

**A10:** No, the consultant is not expected to develop new projections as part of this assignment.

**Q11:** Page 14, Section 4.1.2 notes that the consultant will "review the policies related to the Landfill Impact Area." Can the Municipality clarify what is meant by "Landfill Impact Area"? Specifically, is the review intended to address policies related to a new landfill or potential expansion, or is it focused on existing buffer zones, minimum separation distances, and related land use compatibility policies?

**A11:** The review intended to focus on existing buffer zones, minimum separation distances, and related land use compatibility policies.

**Q12:** Understanding that the October 2026 municipal election may impact the project schedule, what is the anticipated or preferred timeline for completion of the Official Plan and Zoning By-law updates?

**A12:** The Municipality expects the consultant to propose a reasonable schedule that will move the project forward as quickly and efficiently as possible. While the October 2026 municipal election is not expected to cause substantive delays, the schedule should include some flexibility to accommodate potential setbacks.

**Q13:** Can the Municipality clarify if the Official Plan Review and Update is intended to result in the adoption of a new Official Plan, which would not need to be reviewed for 10 years, or if the project would follow the process for an Official Plan Amendment, where the Municipality intends to review the Official Plan again in 5 years?

**A13:** The update is intended to result in the adoption of a new Official Plan, which would not need to be reviewed for 10 years

**Q14:** Will the Municipality provide a consolidated version of the current Official Plan, including all nine approved amendments, in Microsoft Word format or is it the consultant's responsibility to consolidate the 9 approved amendments?

**A14:** The Municipality does not have a consolidated version of the Official Plan. The consultant will be responsible for integrating the nine (9) approved amendments into the new Official Plan. The current document is available as a scanned PDF document.

**Q15:** Will the Municipality provide a consolidated version of the current Zoning By-law, including all 37 approved amendments, in Microsoft Word format or is it the consultant's responsibility to consolidate the approved amendments?

**A15:** The Municipality does not have a consolidated version of the Zoning By-law. The consultant will be responsible for integrating the thirty-seven (37) approved amendments into the new Zoning By-law. The current document is available as a scanned PDF document.

**Q16:** Does the Zoning By-law Update require review of site-specific exceptions, or are all existing site-specific exceptions to be carried forward?

**A16:** To the best of the Municipality's knowledge, all existing site-specific exceptions are to be carried forward as part of the Zoning By-law update.

**Q17:** Are the existing Official Plan and Zoning By-law Schedules available in GIS format (i.e., shapefiles)?

**A17:** Yes, the existing Official Plan and Zoning By-law Schedules are available in GIS format.

**Q18:** Please confirm that the GIS shape files have been updated with the latest amendments to the Official Plan and Zoning By-law.

**A18:** Yes, the GIS shapefiles have been updated with the latest amendments.

**Q19:** Section 3.7 includes an Indemnification clause, can the Municipality confirm whether this clause is expected to appear in the final contract, and whether it will be limited to damages arising from negligent acts, errors, or omissions by the consultant?

**Similar Question | Q19-A:** Section 3.7 of the RFP states: "*The proponent shall be responsible for all damages, losses, or expenses caused by its actions or those of its employees, agents, volunteers, and subcontractors arising from work related to the project. This includes but is not limited to, damages or losses resulting from:*

- *The existence, location, or location of the project worksite*
- *Any material, equipment, plant or machinery used for the project; or*
- *The proponent's failure (or that of its representatives) to fulfill any obligations under the Proposal*

*The successful Proponent agrees to indemnify and hold the Municipality harmless from any such damages, losses, expenses, or third-party claims, including all legal costs incurred by the Municipality in relation to such claims"*

This indemnification clause contains indemnification for items not related to negligence and indemnification for third parties which can lead to uninsured claims.

Is the Municipality open to amending the wording of the above in a contract with the successful proponent?

**A18:** The indemnification clause in Section 3.7 reflects the Municipality's current standard wording. That said, the Municipality is open to discussing revisions to the clause during contract negotiations with the selected Proponent, including limiting indemnity to damages arising from negligence or other reasonable edits. Any changes would be considered in the context of finalizing the agreement after award.

**Q19:** Is the Municipality able to provide an expected budget range or upset limit for this assignment?

**A19:** The Municipality will not be disclosing budget amounts related to this project, except where such information has been made publicly available through the Municipality's website or published Council documents.

**Q20:** Can you clarify the scope of work related to the "Review and Enhancement of the Natural Environment Policies"?

**A20:** Proponents are expected to assess and update environmental policies in the Official Plan to align with provincial policy, local priorities, and best practices. This may include land use in

sensitive areas, shoreline development, habitat protection, and related mapping. Updates should be supported by technical analysis, consultation, and relevant legislation.

**Q21:** Will there be an opportunity to ground-truth ecologically sensitive areas to support accurate updates to schedules and appendices?

**A21:** The RFP does not explicitly mention fieldwork or ground-truthing of ecologically sensitive areas. However, the scope of work under Section 4.1.2 includes the “review and enhancement of the Official Plan schedules,” which may imply spatial accuracy and relevance. Proponents may consider including such work in their methodology or as an additional consideration if it supports the objectives.

**Q22:** What is the preferred timeline for completing the Official Plan update?

**A22:** The Municipality does not have a predetermined or preferred timeline. However, we expect the proposed work plan to be efficient, with clear sequencing and minimal delays or gaps between project components. The process should move forward in a timely manner, as reasonably achieved.

**Q23:** The RFP references updating Official Plan schedules – should we include GIS staff in our team overview to support updates to the OP schedules/appendices?

**A23:** Yes, the Proponents should include GIS staff or related expertise in their team overview to support the update of the Official Plan schedules and appendices.

**Q24:** Can you clarify the scope of work related to the “Development of Greenhouse Gas Reduction and Climate Change Strategies”?

**A24:** Proponents are expected to review existing municipal context and propose Official Plan policies that support greenhouse gas reduction and climate adaptation. This may include strategies related to sustainable land use, energy efficiency, infrastructure resilience, and alignment with provincial policy. The approach should be supported by research, best practices, and community consultation.

[End of Amendment 10-2025-001]