REGIONAL DISTRICT OF NANAIMO

REQUEST FOR PROPOSALS No. 19-060

Electoral Area F Official Community Plan Review Public Engagement

Addendum 1 (4 pages)
Issued: September 10, 2019

Closing Date & Time: prior to 3:00 PM Pacific Time on September 16, 2019

QUESTIONS & ANSWERS

Questions about First Nations Engagement

Q1. The RFP says RDN will be the primary contact with First Nations. Will the consultant be involved in the First Nations consultation, or is this to be solely handled by RDN?

A1. First Nations consultation will be conducted solely by the RDN.

Q2. I see that RDN is currently reviewing the Regional Growth Strategy as well as several OCPs. Have Indigenous communities been engaged for the other processes as well?

A2. Yes. To clarify, there are currently no other OCPs being reviewed, but a Regional Growth Strategy Review is currently underway.

Q3. If we are not actually conducting the FN consultation, are we providing strategic advice on that consultation, both in the engagement plan and while the engagement plan is being implemented?

A3. Yes, the consultant will provide strategic advice on First Nations consultation in both the engagement plan and while the engagement plan is being implemented.

Q4. Does the consultant's final report include information on the First Nations engagement?

A4. The consultant's final report will refer to First Nations engagement and that will be reported on separately by the RDN.

Questions about budget

Q5. RDN will pay for meeting hall expenses and advertising. Are costs such as the printing of materials and display boards to be covered by the consultant or RDN?

A5. The cost of printing of materials and display boards is to be covered by the consultant. This type of expenses is considered to be included in "all other anticipated expenses" referenced in section 3.3.6 of the RFP.

Questions about Process and Timeline

Q6. In section 2.6, the RFP notes that implementation of the public engagement plan is anticipated to occur between January – July 2020. Is the Regional District able to provide details surrounding the anticipated delivery or timing of key milestones or deliverables for the technical work of this Official Community Plan review so that we can best plan the schedule and methodology of our recommended engagement program?

A6. Background work related to this OCP Review includes past reports already completed such as those listed in Section 2.7 of the RFP, demographic and land use analysis being conducted in house and anticipated to be completed in early October, and three additional studies:

- Water Quality and Quantity Risk Assessment - to be completed by consulting hydrologist for the RDN in 2019;
- Agricultural Land Use Inventory and Agricultural Water Demand Model – to be completed by the Ministry of Agriculture in 2019;
- Slope Hazard Assessment – to be completed in 2019.

Q7. The RFP speaks to facilitating discussions around policy changes, but makes no mention of changes to existing land uses in Area F. Will the consultant be responsible to coordinating land use changes and communicating these to the public?

A7. RDN staff is responsible for coordinating land use changes and will work closely with the consultant who is responsible for preparing a public engagement plan and facilitating public engagement.

Q8. Is the consultant required to undertake any mapping or analysis to support OCP changes or communications?

A8. No, the RDN is responsible for undertaking mapping and analysis. The consultant is responsible for preparing public communications material based on the mapping and analysis prepared by the RDN.

Q9. Would the consultant be required to develop any development permit area policies?

A9. No. The consultant will not be required to develop any development permit area policies, but would be required to provide recommendations for policy changes as a result of public engagement on this topic. These recommendations would be based on the public input received and would not include drafting policies.

Q10. Do you have a minimum number of live engagement events in mind?

A10. No, we do not have a minimum number of live engagement events in mind. Live engagement events will be an important part of this OCP Review process, and we are looking to limit the traditional 'open house' or 'townhall' format in favour of alternative methods that reach a more events that are expected to be successful when paired with other engagement methods. It is important to note that the Meadowood neighbourhood in Area F is geographically separated from the rest of Area F, so consideration should be given to a separate live event (or events) for that area.

Q11. As a practice, we typically report back to communities that have been involved in engagement at the end of the process to allow them a chance to comment on the final report. While we can see that there will be opportunity for the public to provide feedback on individual events, does RDN intend to allow for public comment on the final report and recommendations?

A11. We are open to the process including seeking input from the public on a draft of the final report. We are looking for the consultant to design a public engagement plan that overall includes appropriate focus on seeking feedback from the public at suitable times.

End of Addendum 1