



Town of Golden

**REQUEST FOR PROPOSAL
RFP #2025-02 OCP and ZBL**

Addendum 1 - September 3, 2025

Closing Date for Submissions: September 9, 2025, at 2:00 p.m. MST.

Town of Golden Contact:

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1) Due to few days delay in responding to questions, Section 2 has been updated to the state the following:

- **Final Date for Questions During Tender Period:**

All inquiries related to this RFP shall be directed in writing to the person named above (the "Town Representative"). Information obtained from any person or source other than the Town Representative may not be relied upon.

Enquiries and questions will be accepted until **September 5, 2025 at 2:00 p.m. MST**, The Town Representative reserves the right to not respond to enquiries submitted after this time and date.

- **Addenda**

All addenda, amendments, or further information regarding this RFP will be posted to the Town's website. Each addendum will be incorporated into and become part of the RFP. It is the sole responsibility of the Proponent to monitor the Town's website to ensure they have received all posted updates and to acknowledge how many in their cover letter. **Final addenda will be posted Friday, September 5 at noon Mountain Time.**

2) The following questions have been received by proponents:

- a) Explain what is required for the "... thoughtful communication plan and community engagement plan..." that is required as part of the proposal. Are you looking for engagement plan details or some high-level language about possible engagement strategies. A detailed communication and engagement plan is something that is normally prepared in consultation the client (Town of Golden) after a contract is signed.
 - i) **Answer:** Section 5 page 9 under potential phasing phase 1 states the following:
*"Building on the proposal, refine, with staff, a **detailed** work plan for the overall project with key deliverables and milestones identified for consultant(s), Town Staff etc. Develop a practical community and stakeholder consultation and communication strategy to maximize the quality of local input. The Consultant will be provided with other What We Heard Reports from other planning exercises for additional background. Consultation should be early and ongoing. Key stakeholders may include, but are not limited to: ... "* stakeholders listed.
In the RFP the Town is seeking indications that the consultant has experience creating and executing successful communication and engagement plans. Any past or proposed initial strategies may influence scoring, but yes the details would be prepared after award.
- b) For DP area guidelines, does the Town have ESA polygons that denote environmentally sensitive areas or will the ESDP areas follow the current Env Sensitive DP area boundaries.
 - i) **Answer:** we have the existing ESA polygons, and this could be refined by newer data including 2020 and 2025 floodplain mapping as well as the Town's 2025 Community Wildfire Resiliency Plan. The latter only focused on municipal lands, crown owned provincial lands within the municipality, and no private lands (no data collected). To be evaluated by the consultant.
- c) For the Form and Character Guidelines, does the Town of Golden have design guidelines, existing architectural guidelines or design parameters that will be used for the Form and

Character DP areas in the new OCP or is the expectation to provide new guidelines. Is the consultant expected to develop new design / architectural guidelines?

- i) **Answer:** The desire is to have one form and character development guideline section in the OCP not a schedule to also refer to. Currently, there is also the appended form and character guidelines – see Schedule D of the OCP or page 167 of the linked pdf.

https://www.golden.ca/sites/default/files/2022-11/_Official%20Community%20PKG%20searchable.pdf

- d) Is the intent to have a full review and rewrite of all DP areas or rather targeted updates? If targeted, please specify.

- i) **Answer:** Further to the above, to be evaluated by the consultant but to clarify full re-examination and rewrite would be appropriate to deliver “*Development permit areas guidelines to include form and character, architectural guidelines...*” and “*Cost effective activating/vitalizing concepts for commercial areas.*”

-> *potential value added: visualizations and strategies for the downtowns.*”

See Section 4 page 7.

Further, it *may* be appropriate to include SSMUH elements within the OCP as well as the zoning bylaw.

- e) Does the Town intend to have new DPAs such as climate adaptation, wildfire interface, heritage protection?

- i) **Answer:** Generally, the Town is open to the consultant’s feedback on all the DPAs described in LGA s488 while being cognizant of Town staff capacity.

Climate adaptation: Although the Town would like to endeavor to promote the reduction of greenhouse gas emissions (GHGs) and meet the commitments of the BC Climate Action Charter¹, the Town is cognizant of Town capacity/workload of tracking community GHG and has not done this in the past. We are open to approaches to this to be discussed with the consultant.

Wildfire Interface: Yes section 4 page 7 does speak to wildfire risk mitigation and there is the following footnote “*MIABC and Don Lidstone are working on a template Wildfire Development Permit Area and a draft should be ready in late September 2025. The Town also has a final draft 2024 Community Wildfire Resiliency Plan with mapping/shapefiles.*” Please also refer to the answer to question B above which provides further info on the CWRP.

Heritage Protection: It is felt by staff that it would be out of scope to introduce heritage alteration permit guidelines. Procedures would also be required. At most in the coming years (outside of this RFP’s scope of work), the Golden and District Historical Society and Museum’s Heritage Inventory Study could be formalized into a limited/prioritized Community Heritage Register. Through community feedback garnered as part of the consultants work, public feedback into future heritage action items may be obtained.

- f) Are hazard mapping layers (wildfire interface, flood risk, steep slopes) available for integration?

¹ <https://www2.gov.bc.ca/gov/content/governments/local-governments/climate-action/bc-climate-action-charter>

- i) **Answer:** we do have flood hazard mapping and Lidar for steep slopes; however, please refer to the answer to question B above which provides further info on the CWRP. It is anticipated that the consultant will work with the information available.
- g) Will the Town of Golden provide access to existing GIS datasets (land use, zoning, utilities, floodplain, DPAs, orthophotos, parcel fabric, etc)?
- i) **Answer:** Absolutely and the Town has a GIS Analyst on staff to facilitate transferring this data.
- h) Confirm that the Town of Golden will update its online mapping.
- i) **Answer:** The Town has internal GIS and some limited online GIS.
<https://golden.maps.arcgis.com/apps/webappviewer/index.html?id=b8d2d18babac43978e57dd82fa5a044a>
- i) Will the Town provide the information / work prepared for short term rental and will the Town complete the work on this matter or is there considerable additional work required to complete the analysis of STR?
- i) **Answer:** to clarify what was stated in the RFP, the Town's Short Term Rental (STR) framework was developed with focus groups and a public survey (late 2017-18) as well as an open house, another survey and public hearing(2020). Significant public consultation, from many different stakeholders and stakeholder groups and consideration and time went into this. STRs are seen as a desired and acceptable use in a resort town but some restrictions were put into place to protect residential housing stock.
- Please refer to golden.ca/strs and prior staff reports can also be made available.
- The OCP amendment states the following:
- "Prohibit the rental of entire homes in **residential** areas as short term rentals and rather, allow short term rentals in new and existing residential areas similar to a **home based business operator**.*
- Also, allow short term rentals in commercial areas above a commercial ground floor without a home based operator model as well as the **Canyon Ridge subdivision will be the only residential area where short term rentals will be considered without the home based business operator model, subject to, design considerations which lessen the potential impact on adjacent existing neighbourhoods.**"*
- Generally, the Bed and Breakfast (renting out rooms) and STR (renting out a dwelling unit), but the operator must be present and it must be their permanent residence. This is allowed in many low density zones, but not in mobile home zoning or medium and high density zones. These zones were seen as an area where the most attainable and accessible residential housing forms could be built and that thus it would be kept as **residential**. There were also concerns that due to its built form with shared walls/hallways there could be potential for increased noise and perceived safety implications with the STR use. The STR use was allowed in some **commercial zones** without requiring the permanent resident or onsite presence ex. the recent Riverstone development.
- After a delay in processing licence applications, in 2025 the Town has now licensed over a 100 of the estimated 150 B&B and STRs in town.
- Staff feels like the STR use has been thoroughly examined and recently it has been a significant administrative workload to work through licensing.

However, the STR conversation is likely to remerge and may be part of the required work that said, some recent data collection and brief analysis of STRs was done as part two of the Housing Needs Report, which will be finished by Sept 5th and available by request.

- j) Is the \$170,000 budget inclusive of taxes and expenses / disbursements or would taxes and expenses / disbursements be outside of the \$170,000 budget.
 - i) **Answer:** The budget may exclude GST, but should include all disbursements and costs described in a proponent's proposal.
Section 9.e Costs and Charges states: *"Provide an all-inclusive, fixed-cost quote in Canadian funds for the project. Identify the expected costs and their allocation, ex. , professional wages/fees, travel, mapping, creative public consultation techniques and incentives, public meetings, sub-contracted services, contingencies and **applicable taxes.**"* Therefore, information on taxes should still be provided.
- k) Please confirm Town of Golden Council meeting schedule for July and August 2026 so we can identify adoption windows.
 - i) **Answer:** in 2025 a meeting was held on July 15 and August 12 – anticipated meetings dates for 2026 are July 14 and August 18; however, the Mayor, CAO or Corporate Officer may schedule additional meetings, if required.
- l) Will OCP adoption be aligned with any regional or provincial processes (e.g., housing targets, climate action plans) that could extend timelines?
 - i) **Answer:** The Town of Golden does not have prescribed Provincial housing targets to date and no regional planning projects are underway or proposed.
- m) Is LiDAR data available for Golden, and licensed for consultant use?
 - i) **Answer:** yes.
- n) Will the Town handle media communications and branding, or should this be included in our proposal? The proponent suggests the Town handle this.
 - i) **Answer:** The Town of Golden will lead and support on communications using official Town channels (website, Facebook, Instagram, newsletter) and local media (news releases/ads to the newspaper/radio). This will be done in collaboration and according to the communication and engagement plan prepared by the successful proponent. In regards to branding we can provide our logo, colour codes and suggested fonts, but there is some flexibility for the proponent. Also, section 3 page 5 states *"We need a dynamic OCP that is interesting enough as a matter of visual presentation and writing style to inspire developers and community members to read it -- with attractive photography and or graphics, but in a Microsoft Word format for amending purposes."*
- o) Does the Town have established First Nations contacts for referrals and engagement? In our experience, many local governments have a key liaison, and some Nations have limited capacity to review planning documents, which can extend timelines.
 - i) **Answer:** Traditionally, the Town has referred to the Shuswap Band, the Skwłāx te Secwepemcúłecw, and the Adams Lake Indian Band through NationsConnect.

The Ktunaxa also have their own portal Ktunaxa connect.² It is a Council priority to “develop communications strategies to improve relationships with local Indigenous Nations” by “engaging in specific initiatives designed to improve relations with Indigenous peoples; pro-actively seek out communications opportunities.”³ We do not have key liaison internally or externally, but Town staff, with support of the consultant, would be willing to liaise and build the relationships.

- p) Is it common in the Golden area to provide First Nations with an honorarium for providing referral comments? If so, will the Town of Golden provide the honorarium amount?
- i) **Answer:** We have not paid an honorarium in the past.
- q) Will the town be providing the venues for public engagement opportunities at no cost or will there be venue rental fees?
- i) **Answer:** The Town does have venues available such as the Golden Civic’s Centre (likely the preferred facility for accessibility, visibility and openness to the community), but there are fees associated.⁴

In addition, it is expected consultation opportunities at community events where residents are already gathering will be sought as well as other creative engagement opportunities. Some smaller private venues would likely be appropriate as well example coffee shops, bowling alley, climbing gym etc. Costs should be worked into the consultant budget.

- r) What has worked well recently for engagement on local planning projects?
- i) **Answer:** Surveys generally have a decent response rate, depending on the topic as well as in-person and virtual information sessions have been successful; however, we are hoping for more in-person engagement opportunities.
- s) What KPI or related indicators are you interested in as part of the OCP implementation strategy? What is Council interested in tracking?
- i) **Answer:** We leave this to the consultant to propose as part of the process, but alignment to Council’s Strategic Priorities’ mission, vision and values – currently being reviewed/updated.
- t) Do you have a list of existing planning documents for the Town?
- i) **Answer:** Please refer to section 6 page 13 of the RFP. Additional documents will be made available to the consultant as requested/needed.
- u) How have past projects managed in prior election seasons (i.e. can we expect much of an impact from “silly season” to the workflow?)
- i) **Answer:** Please refer to section 5 page 8-9. The Town is mostly concerned with the OCP (and zoning bylaw) process not becoming politicized during the election period.

² https://www.ktunaxaconnect.com/users/sign_in

³ Note Council is reviewing their strategic priorities and they are being updated.

⁴ For more info: <https://www.goldenciviccentre.ca/> although this is a Town owned facility, it is managed by a third party. 2025 rates are half day \$147 and full day \$263 -bylaw rates: <https://golden.civicweb.net/filepro/documents/?preview=143833>

However, we do not have experience with this occurring per se due to pausing public engagement activities from Nomination Period to General Voting Day as described in Section 5.

Thank you to all proponents for your interest in working with/in the Town of Golden.