



Town of Golden

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

Addendum 2 - September 4, 2025

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

Town of Golden Contact:

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1) The following 2nd round of questions have been received:

- a) The RFP asks for the OCP in a Microsoft Word format for amending purposes. However, it also requests an inspiring visual presentation with attractive photography and graphics. Given that it is difficult to work with advanced visuals in word is the expectation that the final, public-facing document will be a more graphically-rich PDF that contains interactive computer based integrations, with a separate, less-formatted Word version provided to the Town for internal use and future amendments?
 - i) **Answer:** Primarily, we want to ensure the document is easily amendable and workable i.e. in word. Secondly, if there are opportunities to have useful explanatory visuals great, but this is a secondary objective. This needs to be a livable document that staff can amend as needed. Consultation graphics, boards and rollout materials can be in other formats.
- b) Can you confirm whether or not Golden's current Zoning Bylaw meets the requirements of the recent provincial legislation? (i.e. is it just the OCP that will be non-compliant at the end of 2025, or both?)
 - i) **Answer:** Section 4 page 7 states: *"The Town's zoning bylaw was adopted in 2012, and significant amendments have included ... and most recently to comply with Small-Scale Multi-Unit Housing (SSMUH) requirements for a community under 5,000 in population all R1 properties were rezoned to R1-S."*
About 290 properties were rezoned to allow secondary suites.
Municipalities are required to review and update their OCPs and zoning bylaws by December 31, 2025, following the development of the Interim Housing Needs Report¹, to ensure that OCP and zoning bylaws permit the number and type of housing units needed over the next 20 years. It is likely that due to the flexibility of current mixed-use commercial zoning, and undeveloped or underdeveloped residential land, the required units are permitted but this has not been reviewed by staff or by staff with Council and confirmation of legislative compliance needs to occur.
- c) What are implications of missing Dec 2025 Provincial deadline and what is the plan to manage that?
 - i) **Answer:** If asked by the Province, the response will be this is a work in progress. Alternatively, if this review above could be part the of the workplan along the way to adoption that would be bonus, but not required.
- d) Is the Town of Golden open to the formation of an OCP advisory committee?
 - i) If so, will this be a committee authorized through Council, or will they be a less formal group?
 - (1) **Answer:** We are open to it. Likely less formal, but we leave this to the proponent / successful consultant.
 - ii) Who would organize and communicate with the Advisory Committee? The Project team directly, or would everything run through Town staff?
 - (1) **Answer:** We are open to supporting the consultant.

¹ and then by December 31, 2028, within two years, following the completion of the first regular Housing Needs Report.

- e) The RFP's suggested timeline indicates that the OCP should be adopted by July or August 2026, and the Zoning Bylaw updated in 2026-2027. Would the town be open to creating the plans relatively concurrently instead of sequentially to improve alignment and increase efficiency on the project (i.e. the Zoning Bylaw would follow closely behind the OCP once the direction of the OCP is established through engagement & Council check-ins)?
- i) **Answer:** Absolutely.
- f) What is the level of First Nation / Indigenous Communities engagement required?
- i) **Answer:** Section 475 of the *Local Government Act* requires municipalities to consider whether consultation with First Nations is required during an OCP rewrite. We propose to provide early notification and a formal referral to First Nations, creating an opportunity for genuine engagement where interest is expressed. As a small municipality, we will incorporate input where it is feasible and appropriate, while remaining mindful of project timelines. 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.”² We are very open to the propennt/consultant’s advice on this.
- g) The \$170,000 budget is described as "all-inclusive" - does this include all Town expenses such as venue rentals for public meetings, advertising costs, printing materials for engagement sessions, or are these considered separate costs covered by the Town?
- i) **Answer:** Everything but GST. Please review Addendum 1. Yes, the Town could cover some letter size printing for engagement sessions. Small scale printing 11 by 8.5.
- h) The RFP mentions several "potential value added" items (parking analysis, detailed parks master plan, flood mapping analysis) – Is the expectation that these may be completed through the OCP / Zoning Bylaw process or should these be priced separately as optional add-ons?
- i) **Answer:** Other examples included visualizations for the downtowns, and for flood mapping analysis it was stated for Floodplain development regulations
“-> potential value added: flood mapping was completed in 2020 and 2025 and this will likely be a separate procurement process for a consultancy that involve a hydrotechnical engineer to conduct risk analysis for different areas and building typologies.”
And for clarity for parks it was stated “-> potential value added: detailed park type per population calculations – in essence a **high-level Parks Master Plan.**”
Section 9 states: “Provide details of any possible innovative ideas, suggestions, recommendations, or opportunities for improvement that would enhance the project, processes or required outcomes indicated within this RFP.
This includes any value-added additional depth on elements of the work. This is not necessary but completely optional and only potential ideas are expressed above in part for community need context. Any additional value added will be welcomed/considered without losing focus on the main objective of new OCP/zoning bylaw, within the allocated budget.”
So, all that said, these items are seen as items that would be benefit the Town and could be included **within** the budgeted amount, while we have a professional team

² Note Council is reviewing their strategic priorities and they are being updated.

working with / analysing the Town. Not required as part of an OCP and we defer to the proponent's judgment when putting their team and proposal forward.

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