



# **Township of McKellar**

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December 5, 2023

## **Request for Proposal 2023-13 Zoning By-law & Official Plan Documents**

### **RESPONSES TO QUESTIONS**

**Question 1:** Can you confirm how many amendments have been made to the Zoning By-law since the last update?

**Answer 1:** Since the last update in 2019, there have been 10 Zoning By-law amendments. 2023 - 3; 2022 - 3; 2021 - 2; and 2020 - 2.

**Question 2:** Is McKellar looking for an updated Official Plan and Zoning By-law by amendment, or is the Township looking to/open to adopting a new Official Plan and Zoning By-law to replace the existing ones?

**Answer 2:** The Township is looking to adopt a new Official Plan and Zoning By-law based on the previous repealed Zoning By-law 2019-23 and appeals that were filed with the Ontario Land Tribunal. If the proponent feels that new documents not based on existing ones would be preferable to the Township, please provide that opinion in your proposal with justifications.

**Question 3:** Does the Township have word document versions of both its Official Plan and Zoning By-law?

**Answer 3:** No, word versions of the documents are not currently available. If the successful proponent requires word versions of the documents, they can be recreated by Township staff and submitted to the firm.

**Question 4:** In the RFP it mentions that one of the purposes of the review is to update and digitize mapping to include zoning by-law amendments and minor variances. In our experience, we don't typically include minor variances in mapping updates for Zoning by-laws. Can the Township confirm if the purpose of updating the mapping to include minor variance data is to create a new internal GIS layer to identify which properties have been subject to a variance in the past?

**Answer 4:** The purpose of the mapping is to easily identify properties subject to a ZBL amendment or minor variance when staff are completing research or a zoning/building compliance letter. The Township does not have an internal GIS system, but rather uses the West Parry Sound Geographical Network. The mapping data would not be shared with external agencies at this time. When ZBL amendments or minor variances occur, either Township staff or the Township's retained planner could update the mapping to keep mapping current. If there is not

a capability to add minor variances, just having ZBL amendments would suffice for mapping purposes.

**Question 5:** To confirm, is the project for a comprehensive official plan review or for a targeted update to address items such as those listed on page 5 of the RFP (namely short-term rentals, second dwellings, road allowances, leading to waterbodies, permitted uses, and accessory buildings regulations)?

**Answer 5:** Items named in the RFP are including but not limited to. A full review is preferable, named items are specific areas the Township is looking for recommendations on where not previously addressed in the documents or need updating.

**Question 6:** On page 4, the 'Purpose' states the review will "utilize the Township's Zoning By-law 2019-23 (repealed) as the base document to incorporate changes to items that were repealed." Our understanding is that By-law 1995-12 is currently in effect. Will this project revise the repealed by-law to only address appeals made or are revisions anticipated to be based on a broader review of by-law 2019-23 (and/or 1995-12)?

**Answer 6:** By-law 1995-12 is the current By-law in full force and effect. Revisions to 2019-23 are to be based on a broader review of both 1995-12 and 2019-23, not solely on appeals filed.

**Question 7:** How many appeals are there to By-law 2019-23? Would this project require a review of site-specific appeals or only Township-wide appeals?

**Answer 7:** Three (3) appeals were filed against By-law 2019-23, housekeeping items in nature, no site-specific appeals will need to be reviewed.

**Question 8:** Can meetings between the Township and Consultant Team be held virtually?

**Answer 8:** Yes, meetings can be held virtually between Township staff and the Consultant Team. When Council is part of the discussion, in-person meetings are preferred, depending on distance the firm representatives have to travel and associated costs.

**Question 9:** What extent of public consultation is expected as part of this project? Is the public anticipated to be consulted on areas of improvement in the official plan and/or zoning by-law or is consultation anticipated to be limited to the planning documents as revised?

**Answer 9:** Public consultation is anticipated to be for areas of improvement in the Official Plan and Zoning By-law.

**Question 10:** Can public consultation be held virtually?

**Answer 10:** It is the preference of Council to have the successful proponent hold at least two (2) public consultation meetings in-person. Public consultation meetings can be facilitated virtually, but in the event of internet/system disruption, the meeting must be adjourned and rescheduled for a later date.

**Question 11:** Would the Town of McKellar consider a project timeline beyond what is outlined in the RFP (i.e., a project completion date after December 31, 2024)?

**Answer 11:** Yes, the Township would consider a project timeline beyond what is outlined in the RFP. Time is of the essence for this project, proponents proposing timelines within those set in the RFP will be preferential.

**Question 12:** Is there an anticipated budget range for this project?

**Answer 12:** The Township's 2024 draft annual budget has not been released. This project will be included in the 2024 draft budget. No budget range has been set.

*Questions listed in order received as of December 5, 2023 at 4:00 p.m.*

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