

Report to Council

Report Title:	RFP Results for Recreation Master Services and Facility Plan		
Prepared By:	Mark Coleman, Director of Community Services		
Department:	Parks and Recreation		
Date:	November 29, 2022		
Report Number:	REC2022-22	File Number:	C11REC, F11
Attachments:	N/A		

Recommendation:

That the Council of the Municipality of Brockton hereby receives report REC2022-22 – RFP Results for Recreation Master Services and Facility Plan, prepared by Mark Coleman, Director of Community Services and in doing so, accepts the proposal from thinc design (Tocher Heyblom Design Inc.) for the completion of a Recreation Master Services and Facilities Plan.

Report:

Background:

On January 25, 2022 the Municipality of Brockton received written notice of approval from the Ministry of Municipal Affairs and Housing of grant funding under the Municipal Modernization Program Intake III towards: Municipality of Brockton Recreation Master Service and Facility Plan. The MMP Intake III funding is for up to 75% of total eligible costs. All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies.

This project was brought forward and approved during the 2022 municipal budget discussions to update the 2011 Master Recreation and Leisure Services Plan.

Scope of Work

The objective of the Project is to review Brockton's recreation service delivery, explore facility modernization opportunities, and update the previous Recreation Master Plan to allow for greater cost savings and efficiencies.

Key Elements:

- An inventory of all current municipal active parkland and recreation facilities.
- A summary of population, growth, and demographic projections.
- Recommendations for the amount of new parkland, review of recreation and recreational programs.

- A “Walkability Plan” within the Master Plan for Walkerton showing potential connecting routes/trails between parks and subdivisions.
- Recommendations and costing for enhancements to existing parkland to serve growth.
- Strategies for achieving the Plan’s recommendations.

The third-party review will have the following objectives:

- Review background documents (strategic plans, participation statistics and industry trends, and operating agreements) relevant to the review and creation of the Recreation Master Services and Facility Plan.
- Provide for public engagement and input to obtain feedback on the review and development of the plan. Capture what the community’s priorities are with respect to recreational facilities through community consultation. These priorities will provide critical information that will help guide Council and investments over the life of the plan.
- Where relevant and appropriate, integrate comparable Municipal Parks and/or Recreation Master Plans.
- Discuss population growth trends and implication of growth on parks and recreation facilities.
- Review and evaluation of existing Recreation Facilities are to included in the Plan to determine if new recreation facilities and location options are required due to increased development and population growth.
- Determine a viable parkland hierarchy and rationalize the suitability of uses by park hierarchy (i.e. what is suitable in parkettes, a neighbourhood park or community park).
- The plan should ensure financial sustainability, environmental stewardship and accessibility as key considerations.
- Determine where the Municipality should expand or curtail events, programming, services and facilities in areas such as, but not limited to the following: children, youth, older adults, lower income, community engagement, special needs, direct programming and facility allocation.

At a minimum, the plan will include the following sections:

- Master Plan Goals.
- Demographic Profile & Trends (based on current census data)
- Public Consultation Program.
- Recreation Facilities Inventories - Indoor Facilities, Outdoor Facilities (Parks, Sports Fields, Open Space & Trails Inventory).
- Review existing partnerships in guiding the development of community partnership arrangements in the future.
- Assessment of the array of programs and services currently provided in relation to community needs and desires over the lifecycle of the plan.
- Review and assessment of the current organizational structure, staffing capacity and resource allocation to achieve the desired goals and objectives of the plan.
- Make relevant recommendations respecting Operations - Best management practices and recommendations with respect to the day to day operations of the Parks, Recreation and Facilities.
- Asset Management and Capital Forecast.
- Recommend necessary revisions to the Municipality’s parkland conveyance policies and by-laws to reflect leading municipalities; with specific recommendations regarding the taking of land or cash in lieu of parkland as permitted by the Planning Act.
- Review current Municipal Official Plan referring to parks and open spaces and recommend suggested policy changes.

Due to a significant list of capital projects, grant applications and departmental staffing challenges throughout 2022, it took some time to get the Request for Proposal (RFP) for a Recreation Master Services and Facility Plan released (October 11, 2022). The RFP closed on November 23, 2022.

Staff have contacted the funder and an extension to the deadline to complete the project was granted. The report will need to be completed and submitted prior to February 14, 2023.

The Municipality received two (2) qualified proposals from the following consultants:

- 1) thinc design (Tocher Heyblom Design Inc.)
- 2) Sierra Planning and Management

Analysis:

A Review Committee comprised of the Director of Community Services, Chief Financial Officer, CAO, Co-chair of the Brockton Recreation Committee and Programming Coordinator of the Parks and Recreation Department undertook a full review and evaluation of the two proposals submitted per the criteria and terms of the RFP. The evaluation consisted of 75 technical points based on the following criteria:

- Company Background and firm experience – 15 points
- Key individuals and qualifications, experience comparable projects – 15 points
- Project Team profile, reporting structure, assignments – 15 points
- Proposed Approach and Work Plan – 25 points
- Quality of Technical bid -adherence to instructions – 5 points

The submission from thinc design (Tocher Heyblom Design Inc.) scored significantly the highest points in the technical review and evaluation.

Following that, each proposal was evaluated based on the Financial Proposal for 25 points. Both submissions scored almost the same in the financial review.

Based on the full review, the committee is recommending Council accept the proposal from thinc design (Tocher Heyblom Design Inc.).

Staff are ready to initiate this project with extensive community consultation and look forward to the outcomes.

Strategic Action Plan Checklist:

What aspect of the Brockton Strategic Action Plan does the content/recommendations in this report help advance?

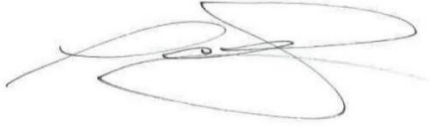
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|---|-----|
| • Recommendations help move the Municipality closer to its Vision | Yes |
| • Recommendations contribute to achieving Heritage, Culture, and Community | Yes |
| • Recommendations contribute to achieving Quality of Life | Yes |
| • Recommendations contribute to achieving Land Use Planning and the Natural Environment | Yes |
| • Recommendations contribute to achieving Economic Development | Yes |
| • Recommendations contribute to achieving Municipal Governance | Yes |

Financial Impacts/Source of Funding:

- Do the recommendations represent a sound financial investment from a sustainability perspective? Yes

The think design proposal is in line with the current budget amount of \$108,120 within the approved 2022 budget and is supported by the MMP grant up to \$86,496 and remainder to be funded by the One Time funding Reserve Fund.

Reviewed By:



Trish Serratore, Chief Financial Officer

Respectfully Submitted by:



Mark Coleman, Director of Community Services

Reviewed By:



Sonya Watson, Chief Administrative Officer