



**Subject: Parks, Cemeteries & Recreation Master Plan RFP Award**

**Report Number:** RCP 23-26

Department: Recreation, Culture and Parks Department

Submitted by: Julie Columbus, Director

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

**RECOMMENDATION**

- A. THAT report titled RCP 23-26, Parks, Cemeteries and Recreation Master Plan RFP Award be received as information; and
- B. THAT the RFP be awarded to Thinc Design for \$78,309.41 (including non-recoverable HST).

**BACKGROUND**

As part of the last Development Charges Study, funds were allocated to RCP to provide for a Parks, Cemeteries and Recreation Master Plan. The interim Director of Finance presented the update to Council during final budget review to include \$200,000 to recruit an experienced consulting firm to create a new Parks, Cemeteries and Recreation Master Plan to utilize these funds for study purposes while still available.

A Request For Proposals was executed with the following three (3) proposals received:

D&A Consulting and Associates/Strategic Advantage Consulting	\$45,440.00 + HST
Thinc Design	\$76,955.00 + HST
Monteith Brown Planning Consultants Ltd.	\$127,190.63 +HST

***All of the submissions were below budget.***

After review and scoring comparison was complete, staff selected Thinc Design as the best suited candidate for the Parks, Cemeteries and Recreation Master Plan. Thinc Design has worked with several similar sized municipalities throughout the province with extensive experience creating Parks and Recreation Master Plans. They have an exceptional reputation and very dedicated to the public engagement and community outreach portion of the process. They create unique plans suitable to the individual municipalities.

### **Thinc Design Project Experience:**

- Town of Caledon Parks and Recreation Strategic Plan (ongoing)
- Town of Innisfil Parks & Recreation Master Plan Update & Lake Simcoe Enjoyment Strategy (in final draft)
- Municipality of Brockton Master Recreation Services Plan - Municipality of Bluewater Recreation Master Plan
- Township of Tyendinaga Parks, Recreation and Trails Master Plan
- Township of Lake of Bays Parks, Open Space and Recreation Strategy
- Township of South Glengarry Parks and Recreation Master Plan
- Township of Hamilton Parks and Recreation Master Plan
- Township of Severn Recreation Master Plan
- Town of Orangeville Recreation and Parks Master Plan
- City of Thorold Parks, Trails and Recreation Master Plan
- Municipality of Leamington Waterfront Destination Plan
- City of Thorold Parks, Trails and Recreation Master Plan
- Town of Midland Parks and Trails Master Plan
- Township of Tiny Parks and Recreation Master Plan

### **DISCUSSION**

The Town of Tillsonburg requires a comprehensive Parks, Cemeteries and Recreation Master Plan to help guide Council and staff in the provision, management, and sustainability of services including parks, cemeteries, recreation, trails, programs, indoor and outdoor facilities, and service delivery. In addition to other policy documents, the Plan will align with the Town of Tillsonburg Strategic Master Plan and its key directions that include optimizing cultural and recreational assets.

The Town had a Parks, Recreation and Cultural Strategic Master Plan developed in 2011, which is no longer relevant and outdated. In the past couple of decades the community has seen many changes, increased growth and changing demographics. A new plan will help provide a strategic approach to the future of parks and recreation in the municipality as well as addressing any amenity requirements to sustain current service levels and future growth.

The plan will require establishing the current context of parks, cemeteries, and recreation in Tillsonburg; identifying service levels, the community's dynamic needs, interests, and opportunities; and provide realistic, implementable recommendations that are responsive to local priorities. The Plan will also include meaningful public input and analysis thoughtfully aligned to broader regional and municipal goals, best practices, trends, and demographic shifts.

## **CONSULTATION**

This report was created with consultation with RCP Staff.

## **FINANCIAL IMPACT/FUNDING SOURCE**

The funding for this project has an allocated \$200,000 from development charges (71.25%) and taxation (28.75%) as approved in the 2023 Capital Budget. The project cost is \$78,309.41 including non-recoverable HST. The favourable budget variance will be split according to the funding ratio.

## **CORPORATE GOALS**

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☐ Lifestyle and amenities
- ☒ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☒ Community growth
- ☐ Connectivity and transportation
- ☐ Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

**Goal** – The Town of Tillsonburg will accommodate and support sustainable growth.

**Strategic Direction** – N/A

**Priority Project** – Immediate Term – Recreation Master Plan

## **ATTACHMENTS**

N/A