



THE CORPORATION OF THE TOWN OF AMHERSTBURG

OFFICE OF PARKS, FACILITIES, RECREATION & CULTURE

MISSION STATEMENT: Committed to delivering cost-effective and efficient services for the residents of the Town of Amherstburg with a view to improve and enhance their quality of life.

Author's Name: Heidi Baillargeon	Report Date: May 28, 2024
Author's Phone: 519 736-0012 ext. 2128	Date to Council: June 24, 2024
Author's E-mail: hbaillargeon@amherstburg.ca	Resolution #:

To: Mayor and Members of Town Council

Subject: Parks Master Plan Update RFP No. 2024-013

1. RECOMMENDATION:

It is recommended that:

1. The Chief Administrative Officer and Clerk **BE AUTHORIZED** to execute an agreement with the Proponent of the highest ranking proposal according to the Purchasing By-Law in the amount not to exceed \$200,000 inclusive of HST, being funded as outlined in the financial matters section, for services outlined in their proposal documents, subject to approval of content by the Director of Parks, Facilities and Recreation and in financial content to the Director of Corporate Services/Chief Financial Officer; and,
2. The Chief Administrative Officer, or designate **BE AUTHORIZED** to sign the Agreement with the Proponent of the highest scoring proposal and or make any and all amendments if required to expand the scope of the work provided all services remain within the total project funding of \$200,000 inclusive of HST and subject to approval of content by the Director of Parks, Facilities and Recreation and in financial content by the Director of Corporate Services/Chief Financial Officer.

2. BACKGROUND:

The Town advertised a Request for Proposal (RFP) online for the Parks Master Plan RFP No. 2024-013 on May 29, 2024 via Bids and Tenders and on the Town's website. The RFP requested proposals seeking a team of qualified professionals to prepare a full update to the Town's Parks Master Plan that was adopted by Council in 2018. The update is inclusive of all the Town parks, with an emphasis on aligning the document with some of the Town's most current and updated planning documents including: The

Town's Official Plan (being updated), Community Strategic Plan (updated in 2023), the Asset Management plan 2023 and developing specific master plan(s) for several key parks within the Town of Amherstburg in collaboration with Town administration and the community.

The consultant and team are expected to assess all Town parks and the recreational amenities from a sports needs perspective and provide direction and justification for what is needed where based on demographics, growth, site conditions, location and best practices and align the core principles, goals and objectives of the above noted plans.

3. DISCUSSION:

Due to the timing of this project Administration is requesting Council approve the highest ranking proposal in accordance with the Towns Purchasing By-Law. Proposals close two days shy of meeting Council report deadlines and therefore Administration is requesting the CAO be given authority to sign and execute the contract with the successful highest ranking proposal so long as the proposal is within the Council approved budget of \$200,000 and meets all the requirements set forth in the RFP, satisfactory in content to the Director of Parks, Facilities and Recreation and in Financial content to the Town Treasurer. An updated report will follow on a supplementary agenda outlining all the proposals submitted along with the final scoring. If additional funding is required it will also be outlined within the supplemental report.

The evaluation committee for this project will consist of the Manager of Parks, Technical Support Project Manager and the Director of Parks, Facilities and Recreation. Each individual ranks the proposals separately, then the committee meets to discuss the proposals and determine the final results.

The RFP requested the following deliverables:

Parks Master Plan Deliverables

The consultant will be expected to work with administration to update the master plan to align with the aforementioned planning documents in addition to working with the Town community and recreational user groups to develop a robust roadmap that specifically identifies:

- Individual park community needs
- Recreational user group needs
- Assessment and inventory of current infrastructure and replacement alignment within the Towns asset management plan
- Future growth and amenities needed, specifically identifying the location for each amenity as it relates to the broader community recreational needs and the needs of specific user groups
- The planning and forecasting of needs of the community from a 5 to 25-year planning perspective
- Working with the Town to create and or finalizing master plans for selected park locations.

The consultant will be responsible for all project management and administrative tasks associated with this project including but not limited to organizing and tracking all meetings, meeting minutes, staff community and stakeholder input, tracking the project, including public outreach and organizing at a minimum at least:

- 2 Public Information Meetings – (Parks Summit Meetings with the entire community) **First One held July 29, 2024 at the Libro Credit Union Complex.**
- 2 Stakeholder Meetings (Including All of Council prior to Summit Meetings)
- 1 Public Stakeholder meeting with Community User Groups (Active user groups and potential new stakeholders)
- 1 Stakeholder Meeting with Town Departments
- Presentation to Council on finalized plan once complete
 - The consultant will also be required to format the finalized document for AODA compliance according to Town Policies.

Town administration will work the successful proponent to orchestrate and host the aforementioned public engagement sessions and will play an active role in the development of each park master plan.

The consultant will be responsible for the following updates to the existing document which shall include but are not limited to:

- a. Update population projections and demographic profile of Amherstburg as available.
- b. A review and an in-depth analysis of the following all parks, trails, naturalized areas and recreation amenities in order to understand growth and future needs.
- c. Update the inventory of the current parks, trails and naturalized areas including any recommendations **for park re-classification** to better align with the Towns updated planning documents, official plan and community strategic plan. The following is a listing of parks and their current classifications and proposed re-classifications.
- d. Identify trends and issues that will impact the provision of programs, services and facilities. These could potentially include, but are not limited to: demographic, socio-economic, local, provincial and national trends and issues relevant to parks, trails, arts and culture, sports, recreation, special events and festivals.
- e. Identify possible partnerships, joint agreements and memorandums of understanding with other public partners, private landowners, residential development companies, colleges, universities and boards of education for the development, ongoing maintenance and marketing of our neighbourhood parks, regional parks, trails, naturalized areas and the Libro Community Centre Recreation Complex.
- f. Develop short and long range goals for the expansion of public access along the waterfront that align with the Town's capital budget and asset management plans with an emphasis on Walter K. Ranta Park re-development.
- g. Establishes levels of service standards that relate to various aspects of each park including sports fields, passive parks, active parks and significant heritage lands.

- h. Develop service level recommendations based on best practices to establish better security and safety within the parks system.
- i. Create a strategy and steps for the evaluation of needed parkland within the community that aligns with the Official plan and recommends steps to be taken when considering cash in lieu and or development of new parkland.
- j. Examine the need for park amenities including but not limited to tennis courts, splashpads, sand volleyball courts, ultimate frisbee, horseshoe pits, pickleball courts, cricket pitch, bocce ball, dog parks, permanent games such as corn hole, checker/chess tables, etc., community garden and other new activities based upon culture and/or trends.
- k. Undertake a sports and recreational evaluation for each park within the parks system as a whole to identify gaps, saturation and additional needs within the municipality through the consultation of user groups and the community at large to provide recommendations on what is needed and where it fits best.
- l. Create master plans in collaboration with the Town and community for parks currently without master plans.
- m. Identify industry standards and recommend an updated staffing structure for the number of "parks staff" required to operate and maintain the parks system.
- n. Assess the physical condition and current state of aging infrastructure for repairs, upgrades and reconstruction required to existing outdoor major park components and facilities.
- o. Identify and make recommendation on opportunities for service delivery through lease agreements, partnerships and the private sector.
- p. Develop a 5 to 25 year capital replacement projection and budget for major amenities such as artificial turf fields inclusive of any projected new development.
- q. Develop and include the operating budget implications based on current versus future state, including park standards identified above.
- r. Project current outdoor sport field capacity to meet future projected growth for all organized sports such as soccer, baseball, football, softball etc...
- s. Summarize the public consultation process and comments received related to specific service areas within parks.
- t. Provide prioritized recommendations to address service needs, roles, responsibilities, service standards and criteria.
- u. Identify alternative and non-traditional funding sources to bridge the gap between capital construction costs and allocated tax funding.
- v. Establish a standard for park signage and addresses for the entire parks system.

4. RISK ANALYSIS:

The following items are being identified as potential risks:

- a) **Resource Risk:** There are sufficient personnel and financial resources available to complete the Parks Master Plan, however there is a risk that unforeseen personnel issues could cause delays to the project. It is considered possible, and of medium impact.
- b) **Litigation:** As with any procurement, failure to award the contract in accordance with the terms of the RFP and the Purchasing By-Law could result in liability to the municipality. This is considered unlikely to occur and of medium impact.

5. FINANCIAL MATTERS:

The 2024 Budget approved by Council identified \$200,000 for updating the 2018 Parks Master Plan as per PAR-002-23 Capital ID 724034. Two funding sources for this project are 1010 Parks Reserve and 0128 DC Administrative studies. There is sufficient funding for this project to proceed.

The RFP must fall within the Council approved budget of \$200,000 to be executed by CAO.

6. CONSULTATIONS:

Manager of Parks and Naturalized Areas
Manager of Development Services

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7. CORPORATE STRATEGIC ALIGNMENT:

Vision: Preserving our past while forging our future.

<i>Amherstburg Community Strategic Plan 2022 - 2026</i>	
<p style="text-align: center;">PILLAR 1 Deliver Trusted & Accountable Local Government</p> <ul style="list-style-type: none"> ✓ Improve trust between council and staff, and residents, by strengthening governance and internal accountability structures. ✓ Deliver transparent and efficient financial management. ✓ Increase effective communication and engagement with residents. <input type="checkbox"/> Develop our staff team, resources, and workplace culture. ✓ Continue to deliver strong core municipal services. ✓ Ensure Amherstburg is an inclusive accessible and welcoming community committed to reconciliation. 	<p style="text-align: center;">PILLAR 3 Encourage Local Economic Prosperity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Encourage development of commercial and industrial lands. <input type="checkbox"/> Continue to promote local tourism industry, especially overnight accommodation. <input type="checkbox"/> Continue to facilitate downtown development for residents and visitors. ✓ Continue to leverage partnership opportunities with other provincial, federal, and local governments, agencies, and organizations.
<p style="text-align: center;">PILLAR 2 Invest in Community Amenities and Infrastructure</p> <ul style="list-style-type: none"> ✓ Maintain safe, reliable and accessible municipal infrastructure and facilities. ✓ Increase access to recreation opportunities for all ages. ✓ Finalize and execute plans for town-owned lands (e.g. Duffy’s site, Belle Vue) ✓ Create public access to water and waterfront ✓ Prioritize opportunities to reduce environmental impacts of Town operations and increase Town resilience to climate change. 	<p style="text-align: center;">PILLAR 4 Shape Growth Aligned with Local Identity</p> <ul style="list-style-type: none"> <input type="checkbox"/> Define and communicate a vision for the Town’s future and identity. <input type="checkbox"/> Promote and plan for green and “climate change ready” development. <input type="checkbox"/> Review and implement policies that promote greater access to diverse housing. <input type="checkbox"/> Protect the Town’s historic sites and heritage. ✓ Preserve the Town’s greenspaces, agricultural lands, and natural environment.

8. CONCLUSION:

Administration recommends that the CAO be delegated the authority to sign an agreement with the highest ranking proponent in accordance with the Town’s Purchasing By-Law.



Heidi Baillargeon
Director of Parks, Facilities and Recreation

Report Approval Details

Document Title:	Parks Master Plan.docx
Attachments:	
Final Approval Date:	Jun 13, 2024

This report and all of its attachments were approved and signed as outlined below:



Tracy Prince



Valerie Critchley



Kevin Fox