

## Huron-Kinloss Parks & Recreation Master Plan Deliverables

The 2022 Parks and Recreation Master Plan provides an overall vision, direction, and guidance for making decisions about parks, recreation programs, sport services, and facilities. It is informed by public input and is aligned to strategies and best practices, trends, demographic shifts, and growth forecasts. The Master Plan has a timeframe of ten years (2023 to 2033).

The Plan will define the needs of current and future residents for parks, recreation, facilities, and programs, and identify the appropriate level of service and standards for the sustainability of such service. The Master Plan must be financially viable and address the anticipated demand and time for service and facility improvements or replacement as required, potential locations, costs and funding approaches. The Master Plan will provide a comprehensive and inclusive process to accommodate the full scope of municipal and community parks, recreation, trails, and provide a ten- year vision for the future growth and development of these services and facilities.

At the end of the day, the Parks and Recreation Master Plan should:

- Promote active living/healthy environments
- Seek to increase physical activity among all age groups
- Enhance the overall community quality of life
- Enhance volunteer opportunities and participation, broadly.

## Scope of Work

The Proponent will be responsible for developing a clear scope of services with deliverables and milestone deadlines consistent with the supporting plans and be representative of the feedback of the community. The scope of the Project Work is to include:

- Consultation and Engagement (with residents, stakeholders, staff, council)
- Current State Analysis
- Needs Assessment
- Road Map Development
- Final Report and Recommendations
- Performance Measures and Outputs

## Deliverables

The goal for the consultant is to develop, design and produce a fiscally responsible Parks and Recreation Master Plan document. The Plan will define user needs and will reflect the

current and future recreation needs for those who live, work and play in the Township. The following are key deliverables which should be outlined in the proposal:

#### A. Current State analysis

1. Create a comprehensive inventory of parks, trails and open space; recreation services and programs; facilities and events; lakeshore and beach accesses, including:
  - Provide a detailed assessment of current programs, activities and events, including: participation levels, program delivery, revenues and expenses, by the municipality, community organizations and private businesses
  - Provide a high-level assessment of the current state of existing indoor and outdoor facilities, parks, trails and open space, including life expectancy.
  - Complete a facility utilization profile for all facilities.
2. Study of the Township's demographic profile – recreational, educational, economic, social and attitudinal trends, and their impact on, and relationship with, existing and future community needs.
3. Assess the strengths, weaknesses, opportunities, and threats facing the Township's existing parks, trails and open space; recreation services and programs; facilities and events; lakeshore and beach accesses,
4. Ascertain degree of satisfaction in current parks, trails and open space; recreation services and programs; facilities and events; lakeshore and beach accesses,
5. Identify the extent to which leisure services outside the community are utilized
6. A review of existing research, information, documentation and comparisons of best practices and consideration of their possible application to the Township (Parks and Recreation Service Delivery Review, Growth and Servicing Master Plan background report, tourism strategy and action plan, strategic and sustainability plan, etc.).

#### B. Needs Assessment

1. Undertake a comprehensive needs assessment to identify gaps and opportunities with respect to parks, trails and open space; recreation services and programs; facilities and events; lakeshore and beach accesses,.
2. Assess the need for additional recreational lands, facilities, and programs based on a review of existing data while considering emerging and future recreation industry and societal trends.
3. Identify the priority needs, preferred programs, events, services, and facility improvements and willingness to pay

### C. Road Map and Final Report Development

The road map will drive the development of the final report – Parks and Recreation Master Plan, and should include:

1. Trends analysis – identify emerging trends in recreational programs and services and assess the needs for parks, recreation facilities, programs and services will be in the Township
2. Identify key grant programs or funding strategies that could maximize potential opportunities/partnerships in the community. Identify potential cost savings and efficiencies that can be used to support existing and/or new services that align with community expectations and requirements.
3. Make recommendations for the improvement and future development of parks, recreation, trails, open spaces and the lakeshore area, and prioritization of those, including short, medium and long-term implementation plans. Make recommendations for surplus lands.
4. Review, evaluate and make recommendations concerning all current and future recreation facilities.
5. Determine where the Municipality should expand or curtail events, programming, services and facilities in areas such as, but not limited to the following:
  - a. Children, youth, older adults, lower income, community engagement, special needs, direct programming and facility allocation
  - b. Develop and assess delivery and programming options, recommending preferred options and rationale for same
6. Identification of the policies needed to support the Master Plan's implementation.
7. Assess the merits of partnership opportunities with community groups, businesses and organizations to enhance community cooperation and partnerships in the planning and delivery of services and programs.
8. Develop prioritized short, medium- and long-term capital improvement plans (10-year period) for upgrades to existing facilities and new construction (including outdoor sports facilities, multiplex facilities, standalone facilities and cultural facilities).

D. Community Engagement

1. Undertake a comprehensive and innovative public consultation process that is targeted and focused in its approach to actively seek and obtain input from residents, user groups and organizations, staff, Council, and other stakeholders.
2. The process must solicit input without raising unrealistic expectations.

E. Final report

The final report will include information gathered from all parts of this project including:

1. Key findings from section A-E
2. Recommendations and Road Map
3. Performance Measures and Outputs
4. The final report will be presented to staff and Council on an agreed upon date