



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Parks and Recreation Master Plan Recommendation

Prepared By: Mike Fair, Director of Community Services

Department: CS

Date: May. 16, 2022

Report Number: CS-2022-05-36

File Number:

Attachments:

Recommendation:

THAT the Township of Huron-Kinloss Council hereby approves report number CS-2022-05-36, prepared by Mike Fair, Director of Community Services AND approves the proposal from prc Solutions for the development of the Parks and Recreation Master Plan, not exceeding \$58,893.75 + HST AND FURTHER authorizes the appropriate By-Law coming forward.

Background:

The Township of Huron-Kinloss Council approved use of the Modernization funds to develop a Parks and Recreation Master Plan.

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

The project is expected to be completed in November of 2022. The project will include extensive community and stakeholder engagement this summer and fall. The steering committee for the project working with the consultants includes Mary Rose Walden, Michelle Goetz, Matt McClinchey, Elyse Dewar, and Mike Fair.

Discussion:

We received five (5) responses to the request for proposals for the Parks and Recreation Master Plan. The proposals were scored using a weighted scoring matrix that considered: previous work, technical ability, the quality of the proposal, work plan and timeline, and cost. The consultant information, cost and final scores are listed below:

- PRC Solutions: \$58,883.75 + HST, score: 95
- MGA: \$73,959.56 + HST, score: 90
- SKA: \$48,179.65 + HST, score: 85
- Thinc Design: \$79,270 + HST, score: 85
- Montieth-Brown: \$74,450 + HST, score: 90

After reviewing the proposals and the scores, staff is recommending moving forward with PRC Solutions for this project. PRC Solutions outlined a robust community engagement plan along with a final report that will include analysis and recommendations that match the deliverables in our request for proposals.

Financial Impacts:

The budget for this project is \$80,000 funded through the modernization review Fund.

Strategic Alignment / Link:

We are a prosperous community that continues to grow in a sustainable manner.

We are an accessible community that offers opportunities for everyone.

We are an environmentally conscious community that are good stewards of our natural environment.

We are a vibrant community that values our uniqueness and creativity.

Respectfully Submitted By:

Mike Fair, Director of Community Services

Approved By:

Mary Rose Walden, Chief Administrative Officer