

REGIONAL DISTRICT OF NANAIMO
ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
AGENDA

Wednesday, June 19, 2019

6:30 P.M.

Cedar Heritage Centre

This meeting will be recorded

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES
 - 3.1 Electoral Area 'A' Parks, Recreation and Culture Commission Meeting - April 17, 2019 2

That the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held April 17, 2019, be adopted.
4. DELEGATIONS
5. CORRESPONDENCE
6. UNFINISHED BUSINESS
7. REPORTS
 - 7.1 Inventory of Recreation Services Request for Statements of Qualifications 4

That the Request for Statements of Qualifications be issued to conduct an inventory of existing recreation services, programs and facilities within Electoral Area A.
8. BUSINESS ARISING FROM DELEGATIONS
9. NEW BUSINESS
10. COMMISSIONER ROUNDTABLE
11. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO
MINUTES OF ELECTORAL AREA 'A' PARKS, RECREATION AND CULTURE COMMISSION
MEETING

Wednesday, April 17, 2019
1:00 P.M.
Cedar Heritage Centre

In Attendance:	Director K. Wilson	Chair
	Commissioner L. Bury	Member at Large
	Commissioner J. Fiddick	Member at Large
	Commissioner L. Mann	Member at Large
	Commissioner B. White	Member at Large
	Commissioner K. Wilson	Member at Large
Regrets:	Commissioner M. Cawthorne	Member at Large
Also in Attendance:	H. King	Superintendent of Recreation Program Services
	E. McCulloch	Park Planner
	A. Harvey	Recording Secretary

CALL TO ORDER

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nation on whose traditional territory the meeting took place.

APPROVAL OF THE AGENDA

It was moved and seconded that the agenda be approved as presented.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Electoral Area 'A' Parks, Recreation and Culture Commission Meeting - February 20, 2019

It was moved and seconded that the minutes of the Electoral Area 'A' Parks, Recreation and Culture Commission meeting held February 20, 2019, be adopted.

CARRIED UNANIMOUSLY

INVITED PRESENTATIONS

Brittany Visona, Re: Nelson Road Whale Trail Signage Presentation

B. Visona gave a presentation to the Commission about the Whale Trail Project and the signage placed at the Nelson Road Community Boat Launch.

NEW BUSINESS

Recreation Activities in Cedar

Commissioners discussed the history and need for recreation activities in Electoral Area A.

It was moved and seconded that staff provide a draft Terms of Reference document to guide a Recreation Needs Assessment within Electoral Area A to the Electoral Area A Parks, Recreation and Culture Commission for review at the June 2019 meeting.

CARRIED UNANIMOUSLY

COMMISSIONER ROUNDTABLE

Commissioners provided community updates to the Committee.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

CARRIED UNANIMOUSLY

Time: 1:58pm

CHAIR

TO: Electoral Area 'A' Parks, Recreation and Culture Commission **MEETING:** June 19, 2019

FROM: Hannah King
Superintendent Recreation Program Services

Subject: Request for Statements of Qualifications Inventory of Recreation Services in Electoral Area A

RECOMMENDATION

1. That the Request for Statements of Qualifications be issued to conduct an inventory of existing recreation services, programs and facilities within Electoral Area A.

SUMMARY

The intent of the Request for Statements of Qualifications (RFSQ) is to fulfill a recommendation made by the Electoral Area A Parks Recreation and Culture Commission (PRCC) in April 2019 for an inventory of existing recreation programs, services and facilities within the electoral area to be completed. This inventory will provide the Commission and the RDN Board information on the current recreation programs, services and community facilities in Electoral Area A.

BACKGROUND

At the April 2019 the Electoral Area A PRCC meeting the Commission made a recommendation that current recreation program opportunities, services and recreation facilities in the community be identified. On May 28, 2019 the RDN Board supported the recommendation with the following resolution:

That staff provide a draft Terms of Reference document to guide a Recreation Needs Assessment within Electoral Area A to the Electoral Area A Parks, Recreation and Culture Commission for review at the June 2019 meeting.

A RFSQ that would be used to secure a consulting firm to undertake the work has been prepared.

The retained consulting firm will complete a comprehensive inventory of existing recreation programs, services and community facilities within Electoral Area A.

ALTERNATIVES

1. That the Request for Statements of Qualifications be issued to conduct an inventory of existing recreation services, programs and facilities within Electoral Area A.
2. That alternate direction be provided to staff.

FINANCIAL IMPLICATIONS

While the issuance of a RFSQ does not have any financial implications, the intention is to enter into a services contract with a proponent. Based on experience staff estimate the cost of carrying out the work identified in the RFSQ to be between ten (\$10,000) and twelve thousand dollars (\$12,000).

The 2019 Electoral Area A Financial Plan has a current balance of \$94,113 for professional fees that would fund the work outlined in the RFSQ.

STRATEGIC PLAN IMPLICATIONS

Focus On Service And Organizational Excellence - We Recognize Community Mobility And Recreational Amenities As Core Services



Hannah King
Superintendent, Recreation Program Services
June 3, 2019

Reviewed by:

- D. Banman Manager, Recreation Services
- T. Osborne General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachment

1. Electoral Area A - Inventory of Recreation Services and Facilities RFSQ



REQUEST FOR STATEMENTS OF QUALIFICATIONS (RFSQ)

DATE: June 2019

Project: Electoral Area A Recreation Services Inventory

The Regional District of Nanaimo invites qualified and experienced firms to submit Statements of Qualifications to conduct an inventory of recreation facilities, services and programs within the RDN's Electoral Area A (Cassidy, South Wellington, Cedar, Yellowpoint). Compiling the inventory via community consultation and independent research are within the project scope.

A. Intent

This Request for Statements of Qualifications (RFSQ) is issued to determine the most qualified and experienced service provider that can meet the Regional District of Nanaimo's requirements, expectations, and timeline.

The Regional District of Nanaimo will review submissions received in response to this RFSQ and enter into discussions with the top-ranked Respondent to negotiate the terms, scope, timeline and cost based on the actual scope of work required (the Work). Should these negotiations fail to result in a contract for the Work, the Regional District of Nanaimo may then elect to negotiate with the next highest ranked service provider.

In any event, the Regional District of Nanaimo shall not be bound to enter into a contract with any Respondent to this RFSQ and, at its sole discretion, may elect to collapse this process.

B. Background

The last Recreation Master Plan completed for Electoral Area A was in 2007. The Electoral Area A Parks, Recreation and Culture Commission was formed in 2009. The purpose of the Commission is to provide recommendations and advice to staff and the Regional District of Nanaimo Board regarding community parks, and recreation and culture services and issues in Electoral Area A.

Between 2010 and 2012 the Regional District of Nanaimo provided recreation programming in the community with a RDN recreation programmer. In 2012 the RDN Board decided to no longer provide direct recreation services. Prior to, and since 2012 recreation services are available within the community by community based interest groups.

A focus of the Commission in recent years has been exploring options for the establishment of a recreation facility. To date no suitable location or facility has been found. Community recreation programs are hosted in existing community spaces such as; Cedar Heritage Centre, Cedar Community Hall, Wheatsheaf Sports Complex, school facilities, local churches and privately operated spaces.

Cedar Secondary School is currently designated as a Community School and as such maintains a Community School Coordinator position. The role of this position has shifted in recent years from offering community programs for all ages to only programming for school age residents. Nanaimo Ladysmith Public Schools District 68 is currently reviewing the future role of Community Schools within the District. The outcome of this review may have implications on the future provision of recreation services in the electoral area.

At the April 2019 meeting, the Area A Parks, Recreation and Culture Commission requested that an inventory in regards to recreation services be conducted to inform future needs assessment discussions.

C. Contemplated Scope of Work and Timeline

Anticipated Scope of Work Includes:

- Completion of a comprehensive inventory of existing recreation programs, services and community facilities within Electoral Area A which may include; surveys, community meetings, interviews with community groups currently providing recreation services, and stakeholder group meetings.
- Community consultation which may include surveys and interviews with community groups currently providing recreation services and facilities.

Contemplated Deliverables:

- Inventory report of recreation service, programs and community facilities.

Timeline: Approximately 3 months, with project completion October 2019

D. Statement of Qualifications and Evaluation

The statement of qualifications should be no longer than five (5) pages in length (not including cover page, cover letter and appendices), and should be submitted electronically in pdf format to: hking@rdn.bc.ca. Please include the following:

- Qualifications and areas expertise of the Firm. Please note any local knowledge / experience.

- Experience of Firm and nominated Project Manager with previous relevant work. Provide short descriptions of similar projects and assignments completed by both the Firm and nominated Project Manager.
- A statement of your firm’s ability to complete the work within the timeframe described.

Statements of Qualifications (the “SOQ”) will be evaluated by the Regional District of Nanaimo. Any or all SOQs will not necessarily be accepted. Evaluation criteria and relevant weightings are:

- Qualifications of Firm and Project Manager including areas of expertise – 40%
- Experience of Firm and Project Manager in similar assignments – 40%;
- Ability to meet the Regional District of Nanaimo’s timeline – 20%

E. Submissions

Statements of Qualifications should be received by 3:00:00 p.m. local time on the [] day of [], 20[]. The RDN reserves the right to accept late submissions.

F. Inquiries

Submissions and queries shall be directed to:

Hannah King, Superintendent Recreation Program Services
Telephone: 250 248 3252
Email: hking@rdn.bc.ca