



REGIONAL DISTRICT OF NANAIMO

REQUEST FOR PROPOSALS

RECREATION SERVICES MASTER PLAN FOR DISTRICT 69 (OCEANSIDE)

The Regional District of Nanaimo (RDN) invites proposals for the services of provide professional planning and consulting services in the delivery of a Recreation Services Master Plan for District 69 (Oceanside).

Attached are the instructions to Proponents and Terms of Reference that are to be used as the basis for all proposals.

The Regional District of Nanaimo appreciates all proposal responses; however, only short-listed or successful Proponents will be contacted.

1.0 Submission Requirements

- 1.1 Proposals must be returned in a sealed envelope clearly marked "**Proposal – Recreation Services Master Plan for District 69 (Oceanside)**", addressed to Recreation and Parks, Regional District of Nanaimo, 830 West Island Highway, Parksville, BC V9P 2X4.
- 1.2 Proposals will be received at the Regional District of Nanaimo up to **Wednesday, August 31, 2016**.
- 1.3 Proposals received and not conforming to Items 1.1 and 1.2 above, will be returned (unopened) to Proponent(s) without consideration.
- 1.4 The Regional District of Nanaimo does not accept proposals received via facsimile machine or email.
- 1.5 Proposals, rather than tenders, have been requested in order to afford Proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the RDN's needs in a more cost-effective manner. Proposals should be based on these instructions and the attached Terms of Reference.
- 1.6 Any addenda to this Request for Proposal will be posted on the Regional District of Nanaimo's website located at <http://rdn.bc.ca/>. **It is the sole responsibility of the Proponent to make sure that they are in receipt of all addenda prior to the closing date.**
- 1.7 Your proposal should clearly show your complete company name, nearest location to the Regional District of Nanaimo, and name, email and telephone number of primary contact person(s).
- 1.8 All proposals submitted should include four (4) bound copies of your proposal, (preferably duplex printed and bound in an 8½" x 11" format; please do not use three-ring binders or include a copy of the original request for proposal or addenda with your response).
- 1.9 All proposals submitted should also include a digital copy of their complete proposal in PDF format suitable for printing.
- 1.10 Responses may be withdrawn before the deadline upon written notice (facsimiles and emails of notice will be accepted) addressed to Dean Banman, Manager of Recreation Services at the above noted address. Notices of withdrawal may be faxed to 1-250-248-3294 or emailed to D69RMP@rdn.bc.ca.
- 1.11 Responses withdrawn may be replaced by alternative responses providing written notice that an alternative proposal will be submitted (facsimiles and emails of notice will be accepted) if delivered to the Manager, Recreation Services at least twenty-four hours before the deadline for the closing noted herein.
- 1.12 No Proponents may withdraw their proposal for a period of 90 days after the actual date of closing.

- 1.13 After the closing date all proposals received by the Regional District of Nanaimo become the property of the Regional District of Nanaimo.
- 1.14 The Regional District of Nanaimo has no contractual obligation to any Proponent unless and until a negotiated agreement is approved by the Regional District of Nanaimo and is executed by the parties.

2.0 Definitions

- 2.1 The Regional District of Nanaimo is referred to as the “RDN”.
- 2.2 The entity submitting a proposal is referred to as the “Proponent”.
- 2.3 The successful Proponent is referred to as the “Vendor”.
- 2.4 “Contract” means the written agreement resulting from this Request for Proposal, in accordance with this Request for Proposal.

3.0 Confidentiality

- 3.1 The RDN recognizes the importance to Proponents that their ideas and strategies remain confidential; otherwise they may be reluctant to disclose such information. The RDN will endeavor to respect and protect the confidentiality of such information and will treat it as supplied in confidence within the meaning of section 21 of the *Freedom of Information and Protection of Privacy Act*.
- 3.2 The Vendor may be provided access to confidential information solely for the purpose of this contract. Any use of the information for purposes other than those stated is in contravention to this Contract and will result in cancellation of this Contract in addition to any other legal remedies available to the RDN.

4.0 Copyright or Ownership

- 4.1 All documents, reports, working papers or other materials submitted to the RDN shall become the sole and exclusive property of the RDN, in the public domain, and not the property of the Vendor. The RDN will have the exclusive rights to copy and use the material in connection with the implementation of this Contract and as reference material for future works at the RDN.

5.0 Proposed Duration of the Contract

- 5.1 The duration of the Contract resulting from this Request for Proposal will be determined following the review of proposals and is dependent on the RDN budget. The RDN reserves the right to modify or negotiate the duration of the Contract independently with any prospective.
- 5.2 It is anticipated that the Contract term will begin in September 2016.
- 5.3 The Contract will expire upon successful completion of deliverables estimated to occur October/November 2017.

6.0 Pricing

- 6.1 Fee Proposal should identify the fees as outlined in the Terms of Reference (which must include labour costs, expenses/disbursements, software licensing and any other charges) **excluding applicable taxes**, so as to be the final cost to the RDN for the proposed services.
- 6.2 The activities or tasks listed in the attached Terms of Reference are minimum requirements to be undertaken. Proponents may also provide separate pricing on additional requirements they feel would benefit the RDN in meeting its goals.
- 6.3 All prices proposed should be in Canadian funds.
- 6.4 The RDN has allocated approximately \$60,000 for completion of the RSMP, to include all fees, expenses, sub-contractors, consultation, etc. excluding applicable taxes.

7.0 Invoices

- 7.1 All invoices paid to the Vendor will be paid as per the RDN's standard payment terms – Net 30 Days.
- 7.2 All invoices should be submitted electronically

8.0 Insurance

- 8.1 The Vendor shall, without limiting its obligations or liabilities and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the RDN:
 - a) Commercial General Liability insurance in an amount not less than \$5,000,000 inclusive per occurrence against bodily injury and property damage;
 - b) Professional Liability (Errors and Omissions) in an amount not less than \$5,000,000 per occurrence with an annual aggregate amount not less than \$5,000,000.
- 8.2 All the foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the RDN.

9.0 Indemnification

- 9.1 In carrying out these works the Vendor will act as an independent consultant. The Vendor must agree to keep the RDN indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the Vendor or its' employees who shall be and remain at all times and for all purposes, the servants or employees of the Vendor, save and except to the extent that such claims, actions or demands arise from or relate to the negligence, wrongful act or omission of the RDN, or any of its officers or employees.

10.0 Safety

- 10.1 All materials delivered and services provided must be in accordance with all laws, regulations and requirements of WorkSafe BC and Occupational Health and Safety Legislation.

11.0 Conflict of Interest

- 11.1 Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

12.0 Limitations on the Vendor

- 12.1 The Vendor shall have no authority to enter into, incur, make, change, enlarge or modify any contract, liability or agreement, obligations, representations, guarantee, warranty or commitment on behalf of the RDN unless expressly requested to do so in writing by duly authorized representatives of the RDN in the performance of services.
- 12.2 The Vendor shall not hire or use the RDN's employees to perform any portion of the work or services required under the Contract including secretarial, clerical and other similar duties.

13.0 Compliance with Law

- 13.1 The Vendor shall comply with, and observe, all applicable laws and relevant building and workplace regulations of any federal, provincial or municipal government or authority applicable to the supply of the services.

14.0 Sub-Contractors/Consultants

- 14.1 Under no circumstances is the Vendor permitted to sub-contract, sub-consult or assign its obligations to another company or individual without prior written authorization from the RDN.

15.0 Dispute Resolution

- 15.1 In the event of a dispute between the RDN and the Vendor, both parties agree to appoint representatives who, in good faith, will use their best efforts to resolve the dispute.
- 15.2 Should the representatives be unable to promptly resolve the dispute, both parties shall agree to continue the work as required, being understood that neither party will jeopardize any claim that they may have.

16.0 Cancellation

- 16.1 The RDN reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

- 16.2 The RDN reserves the right to cancel the Contract resulting from the RFP, at its sole and absolute discretion, with 30 days' written notice to the Vendor, and the Vendor will have no rights or claims against the RDN. The Vendor will be entitled to be paid for all authorized work and expenses to termination date. Cancellation would not, in any manner whatsoever, limit the RDN's right to bring action against the Vendor for damages for breach of contract.

17.0 Proponents' Expenses

- 17.1 Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the RDN, if any. If the RDN elects to reject all proposals, the RDN will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

18.0 Limitation of Damages

- 18.1 Without limiting the provision of the previous clause, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, including any costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.
- 18.2 Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

19.0 Responsibility of Proponents

- 19.1 Each Proponent is responsible for informing themselves as to the contents and requirements of this proposal. Each Proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the Request for Proposal and to prepare and submit their proposal. The RDN will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this Request for Proposal, or as a result of any misunderstanding or misinterpretation of the terms of the Request for Proposal on the part of any Proponent.
- 19.2 If a Proponent is in doubt as to the true meaning of any part of this Request for Proposal, or finds omissions, discrepancies or ambiguities, a request for interpretation or correction may be submitted to Jacquie Hill, Manager of Administrative Services via email to D69RMP@rdn.bc.ca and, if deemed necessary by the RDN, an addendum will be posted at <http://rdn.bc.ca/>. This procedure also applies should the RDN, of its own accord, wish to expand or delete any part of this Request for Proposal.

20.0 Accuracy of Information

- 20.1 The RDN makes no representation or warranty, either expressed or implied, with respect to the accuracy or completeness of any information contained in or referred to in Request for Proposal.

21.0 Solicitation

- 21.1 If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to the Chairperson, any Director, officer or employee of the RDN with respect to the Proposal, whether before or after the submission of the Proposal, the RDN shall be entitled to reject the Proposal.

22.0 Publicity

- 22.1 All publicity relating to this project is subject to the approval of the RDN and no mention of the Project in advertising or articles in any publication will be permitted unless authorized in advance, in writing by the RDN. Publicity or advertising implying endorsement of a product by the RDN will not be permitted.
- 22.2 The Vendor shall not make any statement of fact or opinion regarding any aspect of the Request for Proposal or resulting Contract to the media or any member of the public without the prior written authorization of the RDN.

23.0 Evaluation Process

- 23.1 An evaluation committee made up of RDN staff will review proposal submissions. The RDN reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value offered to the RDN and not necessarily the lowest price.
- 23.2 The RDN reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.
- 23.3 The RDN reserves the right to conduct a pre-selection interview with Proponents. The purpose of the meeting would be to have the Proponent explain and clarify their proposal, so as to assist the evaluation team in evaluating each proposal.
- 23.4 The RDN further reserves the right to conduct post-selection meetings in order to correct, change or adapt the selected proposal to the wishes of the selection committee.
- 23.5 No assumptions should be made that information regarding the Proponent or its participants, their experience, expertise and performance on other projects is known, other than the documentation and responses submitted by the Proponent.
- 23.6 The Proponent acknowledges that the RDN shall have the right to reject any and all proposals for any reason or to accept any Proposal which the RDN in its sole unrestricted discretion deems most advantageous to itself. The Proponent acknowledges that the RDN may rely upon criteria which the RDN deems relevant

even though such criteria may not have been disclosed to the Proponent. By submitting a proposal, the Proponent acknowledges the RDN's right under this clause and absolutely waives any right of action against the RDN for the RDN's failure to accept the Proponent's proposal.

24.0 Proposed Timetable

24.1 The timetable for the RFP selection process is anticipated to be as follows:

Proposal Submission Deadline	August 31, 2016
Presentations & Interviews (if required)	September 15, 2016
Evaluation Process Completion	September 21, 2016
Successful Proponent Notification	September 23, 2016
Estimated Contract Execution	September 30, 2016

24.2 **NOTE:** The RDN reserves the right to amend and/or change this schedule of RFP events, as it deems necessary.

25.0 Contract Award and Execution

- 25.1 The RDN reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offers received. The RDN reserves the right to contract for all or a partial list of services offered in the proposal.
- 25.2 The RFP and proposal of the selected Proponent shall become part of any Contract initiated by the RDN. In no event should a Proponent submit its own standard contract terms and conditions as a response to this RFP.
- 25.3 If the Contract negotiation period exceeds ten (10) business days or if the selected Proponent fails to sign the final Contract within five (5) business days of delivery, the RDN may elect to cancel the award and award the Contract to the next-highest-ranked Proponent.

26.0 Enquiries

- 26.1 All enquiries regarding this Request for Proposal must be directed in writing to Dean Banman, Manager of Recreation Services via email to D69RMP2016@rdn.bc.ca. All questions need to be received at least 5 (five) business days prior to the closing date.
- 26.2 Any verbal representations, promises, statements or advice made by employees of the RDN other than that offered through the office of the Manager of Recreation Services should not be relied upon.

REGIONAL DISTRICT OF NANAIMO
RECREATION SERVICES MASTER PLAN
FOR OCEANSIDE

TERMS OF REFERENCE

AUGUST 2, 2016

PURPOSE

To prepare a Recreation Services Master Plan (RSMP) that will help guide the future (2017-2027) direction, philosophy, policies, priorities, and actions for the Regional District of Nanaimo's (RDN) provision of recreation services (aquatic, arena, recreation programs) in District 69, commonly referred to Oceanside.

The Recreation Services Master Plan (RSMP) will be a strategic living document that will be used to provide guidance, direction and recommendations to the RDN Board, District 69 Recreation Commission and the Recreation and Parks Department regarding the delivery of recreation services in Oceanside.

The RSMP will be based on the community's vision and feedback related to both existing and possible future services provided in terms of community needs and expectations. The RSMP will reference and link to other existing relevant RDN planning documents and strategies. The RSMP will provide comment, feedback and if required recommended changes to the department's existing provision of recreation services. The comments, feedback and recommendations provided will include input from District 69 communities, partners, user groups, stakeholders, staff (RDN and other local government) and the advisory committee. In addition relevant reference to research findings and recommendations produced by academic, provincial, federal and international governing bodies that align with local government provision of recreation services will be made. Examples of such are provided under Section II of Resources. The RSMP will need to review the current philosophy, mission and vision of the Department, its operating guidelines for service delivery, as well as areas pertaining to administration, budgets, facilities, programming, staffing, interdepartmental management and other related community services.

BACKGROUND

As the result of recreation services study in 1983 the Regional District of Nanaimo established the District 69 Recreation Function in 1984 including the District 69 Recreation Commission and the District 69 Recreation Department. This recreation service function was established to serve a broad range of individuals and families residing throughout the District 69 communities of Parksville and Qualicum Beach and the four outlying Electoral Areas E, F, G, and H.

After operating for approximately ten years the Commission undertook a Recreation Services Master Plan process in 1994. The Master Plan was designed to provide guidance for a period of five years for the delivery of recreation services. At that time the services included the District 69 Arena and non-facility based programming and community services. The Ravensong Aquatic Centre was under construction and having not been completed, was not included as part of the Master Plan process. In 1999, a Recreation Facilities Plan was adopted to augment and support the 1995 recreation services plan in relation to recreation facility development.

In July 2006 the current recreation master plan for District 69 was completed. Key recommendations from this plan were categorized into four areas (Recreation Facilities, Parks and Open Space, Recreation Services and Marketing, Administration) A summary of findings and recommendations can be found in *Attachment 1*.

The Recreation Services Master Plan identified and explored specific issues pertaining to the delivery of recreation services to the residents of District 69 by the RDN Recreation and Parks Department. The key items included a base on which to plan leisure services, issues regarding facilities, staffing, program development and administration.

A number of initiatives identified in the 2006 Master Plan have been implemented including, but not limited to, the following:

- Preparation of concept drawings and costing for the possible expansion of the Ravensong Aquatic Centre.
- Improved use of School District 69 facility space, including leased space within the Qualicum Commons (Former Qualicum Beach Elementary School).
- Secured a service agreement with Arrowsmith Community Recreation Association for the provision of recreation services in Electoral Area 'F'.
- Provision of local recreation programs in Electoral Area 'H' through a RDN Recreation Programmer
- Increased funding assistance through grants in aid, the Community Works program and Electoral Area Community parks functions for community halls capital improvements in the Electoral Areas.
- Initiation and review of advancing an outdoor sports complex with track and field amenities
- Improved support and implementation of arts, heritage and cultural services
- Implementation of a five year Youth Services Plan
- Continued improvement of providing paths for pedestrian and cycling use in unused road allowance in the rural communities and worked with the Ministry of Transportation and Infrastructure on road shoulder improvements in denser pedestrian use areas.
- Improved collaboration with local health organizations and the related ministry in program development around health promotion and disease prevention.
- Restructured staffing to meet recreation services demands

A renewed master plan process is now due and up for public and Board review. Considering the significant changes that have taken place over the last five to ten years both to the communities of Oceanside and the provision of recreation services being more recognized by all levels of government as a core service it is time for the Regional District to revisit and prepare for the future delivery of community services by the department.

RECREATION SERVICES MASTER PLAN – SCOPE OF WORK and DELIVERABLES

In particular, the RSMP will address with both analysis and recommendation the following areas:

SCOPE OF WORK

1. Role of RDN Recreation Services in Oceanside in relation to:
 - Current and future demands for recreation services and facilities in District 69 with specific emphasis on;
 - i. Ravensong Aquatic Centre expansion feasibility and demand

- ii. The demand and feasibility for an outdoor multi - sport complex in the Oceanside area
 - iii. The current and future demand for District 69 Community Arena to operate as a curling club
 - iv. Possible alternative uses for the District 69 Community Arena
- Population growth in the area and changing demographics and psychographics
 - Department's role in health promotion and disease prevention
 - Evolution of existing and establishment of partnerships with other community organizations and local first nations
 - Economic generation and tourism benefits and opportunities
 - Department's role in inclusive, therapeutic and adapted programming
 - Department's role in addressing community social issues
 - Department's role in providing sport, physical activity, arts and culture
 - Various recreation service delivery methods (direct programming, community development) currently in place in D69 and more specifically the effective and efficiency of the supplemental recreation services being provided in Electoral Area 'E', 'F' and 'H'.
 - Current portfolios of service delivery related to District 69 recreation program services

DELIVERABLES

- Ensure community support for the Master Plan recommendations by providing for extensive public involvement in the process.
- Review of the current program delivery system including and consider any changes necessary, if any, to enhance the system.
- Development of a clear and concise vision statement for the provision of recreation services in District 69.
- Review of provision and delivery of recreation services to all age groups
- Review and inventory of all public community recreation facilities and sports fields and determine the need for more arenas, indoor multi-use, aquatic and sports field facilities and amenities.
- Review of centralization versus decentralization of Department services.
- Determine the relationship between Department recreation services and those provided by other organizations and the private sector.
- Review the provision of inclusive recreation services as well as the Financial Access Program.
- Examine the relationship between programming in recreation services to services being provided in the RDN Parks area, and explore opportunities for integration.
- Determine priority strategies objectives and key performance indicators to measure success regarding short term and long term operations and trends for recreation services and facilities.
- Based on the vision, mandate, emerging trends, and community input, develop a Recreation Services Master Plan that meets existing and future needs of the Recreation function, and includes setting out recommendations for future service and funding provisions.
- Prioritized set of recommendations (calendar years and costs for financial and asset planning purposes).
- Provide funding alternatives for all recommendations requiring changes to existing five year financial plans.
- Through review of leading indicators, community engagement and best practice examples
- Provide a document that can adapt to change but be consistent in direction

PROJECT MANAGEMENT

Through a Request for Proposal (RFP) process, a Project Consultant will be retained to develop the RSMP.

The process of developing the RSMP and all stages to completion will be done by a sub-committee of the District 69 Recreation Commission referred to as the Recreation Services Master Plan Advisory Committee. Invitations to have representation on the RSMP sub-committee will be extended to the First Nation communities of Qualicum First and Snaw-Naw-As. Membership will include department staff to be determined by the General Manager, Recreation and Parks. The committee will consist of four Commission members of which one will be the Director representing the Regional Board. This Committee will:

- Review proposals for a Project Consultant
- Review preliminary data and findings
- Review draft reports
- Attend scheduled community engagement and dialogue sessions when required
- Provide recommendations to the District 69 Recreation Commission and RDN Board on the RSMP process

RSMP will be coordinated by the Manager of Recreation Services and will involve other Department staff as required.

LEVEL OF EFFORT AND BUDGET

The RDN has allocated approximately \$60,000 for completion of the RSMP, to include all fees, expenses, sub-contractors, consultation, etc. excluding applicable taxes.

Evaluation

Proposals will be reviewed and evaluated by RDN staff and rated as follows:

Max. Score Criteria

10	•	credentials and references are strong;
10	•	credentials and references are strong;
10	•	experience is relevant and extensive;
10	•	the draft work program presented reflects the objectives and deliverables
5	•	presents an appropriate mix of team members and sub-consultants;
5	•	presents a comprehensive public consultation strategy based on the RDN's Public Consultation/Communication Framework Policy No. A1.23;
10	•	fee breakdown supports the work program presented & the total fee provides good value.
50	Total	

PUBLIC CONSULTATION PROGRAM

The Regional District of Nanaimo's Public Consultation Policy A1.23 measures (Attachment II) a successful project as one that provides for meaningful and on-going public involvement. The success of the public process component of the RSMP will be achieved through meeting the following goals:

- Ensuring that the style of consultation is inclusive
- Providing meaningful opportunities for public input and participation

- Making all relevant information about the planning process readily available to the public
- Presenting information to the public in a clear, understandable and concise form
- Making available for review all public input gained during the planning process
- Accurately and objectively recording and assessing public input

A key role of the Consultant in compiling the RSMP is to develop, lead and interpret a region-wide community input process that contributes to the project's objectives.

The public input process must use a varied approach to obtaining input in order to maximize participation and must include, but is not limited to the following:

- Consultation with the Master Plan Advisory Committee and staff of the RDN Recreation and Parks Department.
- Interviews with Oceanside community sport and recreation organizations including; Oceanside Minor Hockey, Parksville Golden Oldies Sports Association, Sandy Shores Figure Skating Club, Parksville and District Curling Club, Nanoose Bay Recreation and Activities Society, Qualicum Bay Lions Club, Lighthouse Community Centre Society, Oceanside Community Arts Council, District 69 Sports Association, Oceanside Youth Soccer Society, Oceanside Minor Baseball, Oceanside Minor Softball, Ravensong Breakers Swim Club, Ravensong Water Dancers synchronized swim team, Society of Organized Services, Arrowsmith Community Recreation Association and others as determined by the RSMP Advisory Committee. Staff at the municipalities of Qualicum Beach and Parksville, Qualicum and Snaw-Naw-As First Nations along with other government and agencies.
- A statistically valid public survey
- A minimum of four District wide community engagement sessions to solicit views, comments and opinions on recreation services within District 69, and to present the draft RSMP to the District 69 Recreation Commission and receive comments prior to the preparation of the final document.
- Utilization of information technologies

PROJECT CONSULTANT REQUEST FOR PROPOSAL (RFP)

Through the RFP process, Project Consultant proposals must outline a consultation process that:

- Will not direct or control the scope of the project.
- Will facilitate a broad range of input through a continuum of questioning from very general matters to very detailed issues.
- Will account for different stakeholder knowledge levels in regards to the delivery of Recreation services.
- Will utilize a varied approach to obtain input from a wide range of Regional District residents.
- Will obtain detailed and accurate input that will yield data that can be analyzed.
-

The Consultant's proposal is to include:

- Proposed methodology and table of contents for the RSMP. A work program detailing stages, timing, and deliverables. This work program will detail all phases, including research, public involvement and plan development.
- Information as to the qualifications, ability and past experience of the company with similar projects, including references of other Recreation Services Master Plan projects the consultant has completed, preferably in a Regional District setting.

- A list of the personnel who will work on the project, their individual experience specifically related to recreation service planning process and what their role will be.
- A list of sub-consultants, including their company and staff experience specifically related to their role.
- A schedule that includes the fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:
 - a) Sub-consultants
 - b) Draft Plan
 - c) All Disbursements
 - d) Hourly rate schedule of personnel assigned to the project and man-hour requirements for each
 - e) All applicable taxes
 - f) All other fees associated with the project

The Expected Outcome of the Recreation Services Master Plan:

The Project Consultant is expected to provide an updated Recreation Services Master Plan that links to and builds upon the 2007 -2016 Recreation Services Master Plan. The updated RSMP must deliver a prioritized set of recommendations based on input from regional residents and stakeholder groups, governments and agencies and research that will provide the Regional District with guidelines for planning, decision-making, and management of recreation services and resources in the Oceanside area over the next 10 years (2017 – 2027).

The Consultant will provide a complete electronic copy of the RSMP, including any appended materials, as well as 12 presentation quality copies. The Recreation Services Master Plan and any supporting reports or materials provided will become the property of, and for the sole use of, the Regional District of Nanaimo.

SCHEDULE

The following is the proposed schedule for the development of the RSMP:

Time Line

2016

May	RSMP Terms of Reference reviewed by District 69 Recreation Commission
June	RSMP Terms of Reference considered by the Regional Board
August	RFP for Project Consultant issued
September	Review and awarding of RFP
October	Consultant's project work underway; Review of resources and inventory work commences.
Oct – Dec.	Meeting with Recreation Services Master Plan Advisory Committee, stakeholder groups and staff begins.

2017

January-March	Consultant's work continues; Meeting with Recreation Services Master Plan Advisory Committee, partners, stakeholder groups and staff; Development of Draft RSMP.
April	Community engagement and feedback on Oceanside recreation services
May	Completion of Draft RSMP
June	Community dialogue on Draft RSMP
July	Completion of RSMP
September	RSMP presented to D69 Recreation Commission
October	RSMP presented and received by RDN Board

Note: The schedule may be revised based on timelines proposed by selected Project Consultant in consultation with the Recreation Services Master Plan Advisory Committee.

RESOURCES

- I. The Regional District will have available to the Project Consultant the following resource information:
 - Recreation Services Master Plan (2006)
 - Youth Recreation Strategic Plan (2011-2016)
 - IPSOS Public Affairs - Citizen Satisfaction Survey (2014)
 - School District 69 Qualicum enrolment and projection figures (most recent)
 - Current Official Community Plans for Electoral Area's E, F, G and H and the municipalities of Parksville and Qualicum Beach
 - Current RDN five year Financial Plan (2016-2021)
 - RDN Operational and Efficiency Review (2015)
 - RDN Strategic Plan (2016 -2020)
 - District 69 Sports Field and Recreation Services Agreement (2011-2025)
 - District 69 Sport Fields/Courts Booking Agency Agreements (2011 - 2020)
 - Regional Parks and Trail Plan (2005-2015)
 - Community Parks and Trails Strategy - Electoral Areas E, F, G and H (2014)
 - Community Contact Information

- II. The Regional District expects comment and reference to the following documents and work done by the following organizations and others relevant to the guidance and provision of recreation services within District 69 and development of the RSMP.
 - Pathways to Wellbeing 2015 (Canadian Parks and Recreation Association / Interprovincial Sport and Recreation Council)
 - Social Determinants of Health (World Health Organization)
 - Ottawa Charter for Health Promotion (World Health Organization)
 - Truth and Reconciliation Committee (Commission of Canada)
 - Island Health Healthy Communities Initiative
 - BC Healthy Communities
 - National Recreation Summit 2011
 - Canadian Sport Policy 2012
 - Connecting Canadians with Nature 2014 (Canadian Parks Council)
 - Canada's Public Policy Forum – Report on the National Recreation Roundtable
 - UBCM Healthy Community Committee
 - British Columbia Parks and Recreation Association
 - Canadian Parks and Recreation Association
 - National Recreation and Parks Association (U.S.A.)

ATTACHMENT I

2006 Recreation Services Master Plan - Key Findings and Recommendations

Recreation Facilities

- Defining "centralized" facilities for the Department and the community.
- Continue with plans to develop a wellness centre at Ravensong Aquatic Centre and to future explore expansion opportunities of Ravensong Aquatic Centre including additional pool space.
- Further explore the current demand for facility usage in municipal and school district facilities and consider the need for a multi-purpose centralized facility if the supply cannot meet the demand.
- Provide assistance to Electoral Areas with respect to enhanced resources regarding localized facility maintenance and "decentralized" recreation programming.
- Support the Cultural Coalition in preparing a feasibility study for a centralized arts facility.

Parks and Open Space

- Explore future potential for a major sports complex in the Oceanside area including track and field.
- Continue with trail development throughout Oceanside as a key linkage for recreational pursuits.
- Collaborate with key partners including the municipalities and the school district to consider potential areas of cooperation with respect to Sports field development and maintenance.
- Explore opportunities to enhance parks as youth friendly by providing facilities and amenities that are attractive to youth throughout the Oceanside area.

Recreation Services and Marketing

- Establish formal processes and evaluative criteria for measuring the quality of program services and customer satisfaction.
- Continue to provide the Financial Access Program and enhance the Department's program by implementing the Canadian Parks and Recreation's "Everybody Gets To Play" program and principles.
- Explore opportunities to further enhance accessible and affordable program opportunities within existing community facilities throughout Oceanside, especially in the Electoral Areas.
- Review and enhance the Department's Marketing Plan and find ways to market more affectively to all residents of Oceanside including the ongoing development of the RDN website and on-line registration.
- Focus on health and wellness related programming in terms of the overall benefits to the residents of Oceanside, including the development of programs pertaining to the outdoors and parks, such as gardening and home landscaping.

Administration

- Develop ice and pool allocation policies and processes.
- Develop a partnership strategy for the Department with respect to working with other organizations.
- Explore a partnership agreement with the School District including joint use, potential joint developments, and program partnerships.
- Explore staffing requirements for recreation and parks services, and develop new staffing structures as necessary.
- Develop a formal process for ongoing demographic and trends analysis.
- Develop a community development strategy in relation to community needs and direct programming services.
- Continue to seek Commission and Board support regarding the allocation of operating surpluses to a facility development and repair reserve fund.

ATTACHMENT II

REGIONAL DISTRICT OF NANAIMO
P O L I C Y

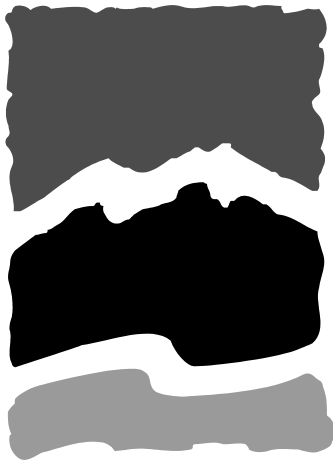
SUBJECT: <i>Public Consultation/Communication Framework</i>	POLICY NO: A1.23
	CROSS REF.:
EFFECTIVE DATE: October 10, 2000	APPROVED BY: BOARD
REVISION DATE: June 2, 2008	PAGE: 1 OF 5

PURPOSE

To establish a process to ensure a consistent, comprehensive and cost effective corporate approach to public consultation and communication initiatives.

POLICY

The guidelines for the public consultation/communication process are as outlined in the attached framework forming part of this policy as Appendix 1.



REGIONAL
DISTRICT
OF NANAIMO

**A COORDINATED
PUBLIC
CONSULTATION/COMMUNICATION
FRAMEWORK
2008**

1. Introduction

The Regional District of Nanaimo recognizes that citizens who live with the impacts of RDN plans, policies, programs or projects expect to share in the decision-making process. Better decisions are made through a collaborative approach, and the success of any public consultation process can be directly linked to the amount of information the community has about the issues. The evolving challenge is to find tools and techniques that define our **community voice** and meet the need of the broader public. Keeping the public informed is challenging, and requires a wide range of approaches in order to be successful.

This coordinated framework ensures a consistent, comprehensive and cost-effective corporate approach to public consultation and communication initiatives.

2. Definitions

* There are three generally recognized methods of public involvement:

- **Public Communication** enables government to get information out to the public. This is generally a one-way flow of information from government to the public. Types of public communication include advertisements, publication of reports, newspaper inserts, press releases, news conferences, or websites.
- **Public Consultation** enables government to ask for public input on policy issues. This is generally a one-way flow of information from the public to government. Types of public consultation include public meetings, public opinion polls, public hearings, focus groups, referenda, or meetings with stakeholders.
- **Public Participation** allows for interactions among the public and between the public and the government. Information is exchanged between parties, and there is some degree of deliberation involving representatives from both parties. Types of public participation include citizens' panels, citizens' dialogues, web-based peer networking or scenario workshops.

* Sources: *IAP2 Participation Toolbox (2005b)*, *Primer on Public Involvement (Health Council of Canada, July 2006)*.

3. Why a coordinated Framework?

All RDN departments are involved in public communication, consultation and participation initiatives. These initiatives range from informing and educating to consulting and joint planning.

To enhance this high level of public communication and consultation, we need a coordinated framework to create and/or maintain consistent methods to provide opportunities for public involvement.

4. Guiding Principles

Developing process:

1. The objectives of every consultation process will be clearly established and the process will be designed and implemented with this objective in mind.
2. Communication with the public will begin at the earliest stages of the policy, planning, program or project. Public consultation and public participation will be incorporated in a timely manner as the policy, planning, program or project is implemented.

Conducting the process:

1. Anyone likely to be affected by a decision shall have opportunities for input into that decision.
2. The consultation process shall allow for a meaningful level of involvement.
3. All positions and input received will be considered; not all input can and will be accommodated.
4. The process shall recognize and take into account the different characteristics and abilities of the community.
5. The process shall recognize interdepartmental issues and concerns, and shall involve and coordinate internal staff resources as necessary or appropriate.
6. The integrity of broad public involvement must be paramount to the process and must not be superseded by any individual or interest group.
7. The RDN shall provide feedback, in a timely manner, about how public input has been utilized in Board decisions, and how the public will be affected.
8. An evaluation component shall be built in to the process to allow those involved to learn from past experiences and to ensure the proper use of resources.

5. Keeping the Public Informed

The ongoing success of any consultation process largely depends upon public awareness of the issue at hand. To improve general awareness, the Regional District will consider a range of public communication initiatives.

1. Newspaper columns;
2. Radio and newspaper advertising and/or newspaper inserts;
3. News conferences/media events
4. Press releases
5. The Regional Perspectives Newsletter and Electoral Area Updates;
6. Periodic publications of a specific nature generated by individual departments advising the public of current projects or initiatives they are undertaking, e.g. landfill siting, Regional Growth Management Plan updates, Emergency Preparedness, etc;
7. Brochures informing residents of specific processes or policies, e.g. building permit process, recreation program information, parks information, etc;
8. Mall/library/community centre displays;
9. An events calendar and a *Highlights* section, as well as regular Board agendas and minutes;
10. Web-based peer networking tools;
11. On-line surveys;
12. On-line photo pages/displays;
13. On-line opportunities for the public to contribute questions and comments about specific Regional District initiatives;
14. Town hall or community meetings (held in communities as needed);
15. Public workshops.

6. Public Consultation Strategic Plan Format

- to be completed for each process

1. Goals/Objectives

- What is the purpose of the process?
- What issues or decisions need to be considered?
- What level of consultation/participation is required? (information, education, consulting, joint planning)

2. Methodology,

- What community group(s) will assist with/participate in the consultation process
- What level of public involvement is needed (public communication, public consultation, public participation or all three)?
- What other departments need to be involved?
- What information does the community need to provide informed input?
- How will information be provided?
- How will feedback or input be received?

3. Tools and Tasks

- What techniques fit with the community characteristics or culture involved? i.e. advisory committees, focus groups, newsletters, surveys?
- How will feedback be provided during the process?
- How will feedback be provided to the community on how their input was considered in the decision?

4. Outcomes and Products

- What are the desired outcomes of the process?
- How will the results be used?

5. Schedule

- Will holidays have an impact?
- How much lead time will people need to participate well?
- What timetables do interested groups and parties already work on?
- When does the decision need to be made?

6. Resources

- Who is the team leader?
- How much staff time will be needed?
- Which departments need to be involved?
- Has Corporate Communications been notified of this initiative?

7. Budget

- What will the cost be of mailings, rooms, newsletters, etc?

8. Monitoring and evaluation

- How will the process be evaluated