



## **RSC 12 Recreation Committee**

Meeting of May 6, 2015, 6.30 p.m. – Hartland Town Hall

### **Attendance:**

Brian Hayden (Chair)  
Jim Kennedy  
Craig Melanson  
Chris Stacey  
Elaine English  
Karl Curtis  
Kari Harper-Merrithew  
Kent Kuhn  
Jill Hunter  
Jo-Anne Lockhart (Executive Director)

**Regrets:** None

**Absent:** Kelly Foster  
Paul Bradley  
Tanya Hawkes

**Call to Order:** Meeting called to order at 6.30 p.m. by the Chair.

**Conflict of Interest Declaration:** None

### **Agenda:**

Brian Hayden requested the following additions to the agenda:

- a) Remuneration for Committee Members
- b) May 4-15 Board Meeting with Minister Kenny

It was moved by Elaine English and seconded by Craig Melanson that the agenda be adopted as amended.

**Motion carried.**

### **Approval of Minutes:**

It was moved by Craig Melanson and seconded by Elaine English to accept the March 18, 2015 and March 30, 2015 meeting minutes.

**Motion carried.**



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### **Business Arising:**

#### o **Master Plan**

Brian Hayden informed the Committee four (4) proposals had been received by the May 1, 2015 3.00 p.m. deadline in response to the Western Valley Regional Service Commission's (WVRSC) Request for Proposal for a Recreation Master Plan Study. The proposals were from:

- a) Amulet Management Consultants
- b) Dillon Consulting
- c) Glenn Group Landscape Architects and Park Planners
- d) Trace Planning and Design and Stantec

The Committee members had received and reviewed a copy of each proposal. A discussion ensued as to the strengths and weaknesses of each proposal. Committee members shared their knowledge / experience of each of the companies involved.

After all proposals were evaluated, Brian Hayden called for a vote of the Committee members. The decision was unanimous and the Committee voted to accept Dillon Consulting as the successful proposal for the following reasons:

- a) Very thorough, complete and concise document
- b) Local knowledge of the WVRSC, emphasizing the LSD component of the Region
- c) Experienced planning staff with local staffing and national support
- d) Commission to receive an ESRI shape file of the asset mapping
- e) Reasonable number of meetings (3)
- f) Provided a detailed work plan and timeline
- g) Had reviewed and were familiar with the provincial and national guidelines
- h) Identified an implementation phase and outline for future engagements
- i) Taking a scientific approach to the project, and will use current technology to gather stakeholder information
- j) Will undertake a "needs" assessment for today and the future



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Brian Hayden pointed out the decision to accept Dillon Consulting as the successful bid for the WVRSC Recreation Master Plan must be forwarded to the Board for approval. Craig Melanson requested the Dillon proposal be sent to all Board members before the May 26, 2015 Board meeting.

Jo-Anne Lockhart noted Dillon did not agree with the payment terms in the RFP and would like to negotiate them. It was agreed Jim Kennedy would negotiate the payments terms. Jo-Anne Lockhart pointed out Dillon has a standard contract they will prepare for us. Jim Kennedy recommended the contract be reviewed by Stuart Kinney, the WVRSC lawyer.

A motion was made by Craig Melanson and seconded by Chris Stacy to recommend to the WVRSC Board at the May 26, 2015 meeting that Dillon Consulting be awarded the contract to undertake the WVRSC Recreation Master Plan Study, and to ensure Dillon Consulting provide the Recreation Committee with an ESRI shape file as stated in their proposal.

**Motion Carried.**

### **New Business:**

#### **o Remuneration for Committee Members**

Brian Hayden informed the Recreation Committee the Finance Committee had approved a by-law on Committee member remuneration to be voted on at the May 26, 2015 Board meeting. The by-law will ensure ad-hoc committee members not reimbursed by their employer for WVRSC committee attendance will be reimbursed by WVRSC. To qualify the members will have to sign a waiver stating they are not reimbursed by their employer.

#### **o May 4, 2015 Board Meeting with Minister Kenny**

Brian Hayden informed the Committee he spoke about Recreation and Tourism at the May 4, 2015 Board meeting with Environment and Local Government (ELG) Minister, Brian Kenny to discuss use of provincial lands. Minister Kenny agreed to set up a meeting with Brian Hayden, Finance Minister Roger Melanson, Natural Resources Minister Denis Landry and himself. The Assistant Deputy Minister of ELG, Rob Kelly, stated this was an opportunity to break new ground for the Regional Commission with the Province generating revenue from property leases and the Region income from property development.



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Craig Melanson stated we should be careful this new opportunity, which is an economic development one, does not impede on the Recreation Master Plan Study.

**Next Meeting:**

Brian Hayden proposed the next meeting of the Committee be in early June with Dillon Consulting, the successful bidder, in attendance; date to be set dependent on Dillon's availability.

**It was moved by Kent Kuhn to adjourn the meeting at 7.10 p.m.**

A handwritten signature in blue ink, appearing to read "Brian Hayden", is written over a horizontal line. The signature is stylized and somewhat illegible.

**Brian Hayden, Chair**