



The Corporation of the Town of LaSalle

To: Mayor and Members of Council

Prepared by: Patti Funaro, Director of Culture and Recreation

Department: Culture and Recreation

Date of Report: July 3, 2024

Report Number: CR-2024-18

Subject: Parks Recreation and Culture Master Plan Contract Award

Recommendation

That the report of the Director of Culture and Recreation dated July 3, 2024 (CR-2024-18) regarding the selection of consultants to prepare a Parks, Recreation and Culture Master Plan be received;

And that Monteith Brown Planning Consultants Ltd. (Monteith Brown) be awarded the contract at a cost of \$129,920.00;

And further that the Mayor and Clerk be authorized to execute an agreement between the Town and Monteith Brown.

Report

A Request for Proposals was issued by the Town for the preparation of the Parks, Recreation and Culture Master Plan. Of the three submissions received, Monteith Brown scored the highest number of points and therefore it is recommended that the contract be awarded to them at a cost of \$129,920.00

Monteith Brown is one of Canada's leading parks and recreation consultants and has a complete repertoire of knowledge and skills pertaining to parks, recreation culture and land use planning, project management, public engagement and communications, demographic research, and financial and organizational reviews.

Monteith Brown is available to commence work in July 2024 and anticipates completing the Plan no later than June 2025.

Consultations

Director of Public Works

Manager of Roads and Parks

Manager of Culture and Recreation

Procurement Officer

Financial Implications

The cost to prepare the plan is \$129,920.00 and will be funded from the recreation reserve.

Prepared By:



Director of Culture & Recreation

Patti Funaro

Link to Strategic Goals

1. Enhancing organizational excellence - Yes
2. Strengthen the community's engagement with the Town - Yes
3. Grow and diversify the local economy - Not Applicable
4. Build on our high-quality of life - Yes
5. Sustaining strong public services and infrastructure - Yes

Communications

Request for Proposals issued on Bids and Tenders.

Report Approval Details

Document Title:	CR-2024-18 Parks Recreation and Culture Master Plan Contract Award.docx
Attachments:	
Final Approval Date:	Jul 5, 2024

This report and all of its attachments were approved and signed as outlined below:



Chief Administrative Officer

Joe Milicia



Deputy Chief Administrative Officer

Peter Marra