



The Corporation of the Town of LaSalle

Date	August 8, 2018	Report No:	R & C 16-18
Directed To:	Council	Attachments:	
Department:	Culture and Recreation	Policy References:	
Prepared By:	Director of Culture and Recreation		
Subject:	Vollmer Master Plan RFP		

RECOMMENDATION:

That the report from the Director of Culture and Recreation dated August 8, 2018 (C&R 08-16) recommending the proposal from *FJ Galloway Associates Inc.* to complete the Vollmer Recreation Complex Master Plan at a cost of **\$34,200** BE APPROVED;

AND THAT staff be directed to provide all necessary documentation to FJ Galloway Associates Inc.as required.

REPORT:

The Town of LaSalle offers recreation and leisure services through programming, facilities and sports field rentals at the Vollmer Recreation Complex. The last 10 years has seen an increase in programming and usage of the facility and fields. The Recreation and Culture Departmental included a Vollmer Master Plan in the 2017 budget to prepare for the next 10 years of trends and growth to prepare for the future.

An objective within the LaSalle Corporate Strategic Plan 2015-2018 is to promote a healthy community while managing our resources responsibly. The 2018 Culture and Recreation goals included a Vollmer Property Master Plan to assist with the strategic plan and advance the overall operation of Recreation Services for the municipality.

An RFP document was posted June 12th and closed on July 18th, 6 companies registered and two proposals were received:

Company	Price	Timeline
FJ Galloway Associates Inc.	\$34,200	Sept/2018 – Mar/2019
Sierra Planning and Mgmt.	\$144,751	Aug /2018 – Mar/2019

The 2018 budget allocated \$35,000 towards the master plan for the Vollmer Recreation Complex. The recommended proposal is under budget for this project.

Staff completed the reference check on FJ Galloway at two other municipalities. The references were positive, speaking to the firm's ability to be accessible, meet timelines and completing the scope of work while producing a good product. The staff in Strathroy and Sarnia were impressed with the public meeting processes and would recommend them to other municipalities.

The project scope and work plan consist of the following details:

- community engagement and public consultation (key user groups/public agencies)
- staff consultation (Public Works, Treasury, CAO, Culture and Rec)
- surveys and on-line feedback
- workshop
- document review (Strat Plan, AT plan, active living strategy, joint use, OP, budgets, etc)
- facility inventory
- financial analysis
- demographic review, utilization and needs assessment
- Parks and Recreation Committee meeting
- Draft Master Plan and Final Master Plan consultation and presentation
 - *including
 - vision, mission, guiding principles and goals
 - recommendations and strategies
 - timelines
 - financial implications including operating and capital cost estimates
 - existing and future operational needs and performance measures

Timelines for the project would commence this fall with a completed Final Master Plan for Council's approval in Spring/2019. With the election in October, staff will coordinate the start of the plan to correlate to the best fit for council and meeting schedules. A detailed plan will be presented after the initial meeting with the consultant at FJ Galloway and Associates.



DIRECTOR OF CULTURE AND RECREATION

Reviewed by:							
CAO	Treasury	Clerks	Env. Services	Planning	Parks & Rec	Building	Fire
							