

**Sherbrooke Lake Park Advisory Committee
Minutes of February 26, 2018 Meeting
Held at Forest Heights Community School, Chester Basin**

In Attendance: **Larry Hagell
John Budden
Councillor Wade Carver
Councillor Tina Connors
Hugh Harper
Heather Dymont
Trudy Payne, Director of Recreation Services (MODL)**

Regrets: **Chad Haughn, Director of Recreation & Parks (MODC)**

Trudy Payne called the meeting of the Sherbrooke Lake Park Advisory Committee to order at 7:00pm. Ms. Payne asked that the Committee be prepared to elect a Chair at the next meeting.

The Agenda was approved as circulated.

1. Approval of Minutes

The Minutes of the January 22, 2018 meeting of the Sherbrooke Lake Park Advisory Committee were approved as circulated. Motion to approve by Larry Hagell, seconded by John Budden. Motion carried.

2. Review of Work Plan

The Committee reviewed the Work Plan as set out in the Minutes of January 22, 2018. The following edits/additions to the Work Plan were recommended:

1. Request for Proposals – change the timeline for the development of the RFP to be completed by the end of April.
2. Site Visit - The date for the Committee’s site visit was scheduled for April 23 at 6:00pm.
3. Call for Proposals – date remained the same.
4. Submission Deadline - The Committee discussed changing the deadline for submitting Proposals to the 3rd week of June, providing submitters a 5 week window to prepare their proposal.
5. Award Contract – date remained the same.
6. Final Design due – date remained the same.

Ms. Payne advised that this Work Plan can be adjusted if necessary.

A question was raised as to what impact the summer Council break may have on the timeline. Ms. Payne advised that in her experience the timeline for meetings and presentations as presented is acceptable, and explained that if it were necessary, Council would call a special meeting. Councillor Connors advised that MODC Council does not take a summer break.

Concern was raised over the timeline for the final design and suggested that it should be moved to mid-November, allowing for the consultants the opportunity to complete the final design before the November deadline. A discussion followed regarding the scope of work and what it entails. It was suggested that the scope of work is relatively small, and the timeline as presented is feasible.

Ms. Payne reminded everyone that the role of this Committee is to work together to come up with a design.

3. Draft Request for Proposal – Purpose, History, Scope of Work

Ms. Payne explained that the Request for Proposal must clearly outline the recommendations in the Final Report, the Memorandum of Understanding, and the Terms of Reference. The details of the RFP that need to be determined by the Committee are, Purpose, History, and Scope of Work. The Committee discussed these three sections as follows:

Purpose

The Committee agreed that the following information be included in this section:

- The reason for the RFP – to design a park
- Key principles outlined in the Memorandum of Understanding
- Adaptive Management approach
- Concept Plan to be phased

Ms. Payne read aloud an example of how the Purpose section could read.

History

A discussion was had regarding what history should be included in this section and how detailed it should be. The Committee agreed to the following information be included in this section:

- Length of time that has been put in towards gaining access (30 plus years)
- Water quality (10 year) - Stewardship Committee
- Cross municipal land owner
- Unmaintained PUBLIC road
- Sense of controversy/resistance

Ms. Payne read aloud an example of how the History section could read.

It was suggested that the section as read was too long, but determination of same would be better served after seeing it on paper.

Scope of Work

Ms Payne explained what information this section should include, i.e., what work is expected from the Consultant. The following was discussed:

- Mandatory Site Visit
- Incorporate the features as outlined in the MOU and Final Report
- Phased in approach
- Consult with adjacent neighbours
- Key principles – clean & safe
- Interpretive Panels
- Day Park ONLY
- Accessibility
- Unsupervised
- Meet with both committees to ensure environmental issues are taken into consideration
- Design to incorporate minimal maintenance & less environmental impact
- Define “immediate & adjacent” neighbours (Deep Cove ??)
- Septic/Well
- Survey plan
- Communication Plan – regular meetings with Committee, Council & Public
- Outline their own timeline
- Break down of Phases
- Adaptive management approach – allow for changes if required
- Limit the risk of negative activities

It was suggested that the Scope of Work include a way to monitor the use of the park. Ms. Payne explained that monitoring is not a design issue, it is more an operational matter.

Ms. Payne reviewed Scope of Work she had drafted. She further suggested that the RFP include a clause regarding:

- consulting with public and presentation of design to both council;
- clarification that the Memorandum of Understanding supersedes any other recommendations; and
- the design has to be done in phases.

It was mentioned that the public meeting be held only after a design has been prepared.

It was requested that Adaptive Management training be provided to the Committee members.

Ms. Payne explained that the RFP cannot be launched until after May 9th once the budget is approved. It was asked if there would be a possibility of receiving pre-budget approval. Ms. Payne advised that she would be recommending this.

The Committee reviewed the evaluation criteria on the draft RFP, circulated with the Agenda. It was agreed that these same criteria be used for the purposes of this Committee.

Proposed Methodology	30%
Proposed budget	20%
Related professional experience	30%
General quality of proposal	20%

4. Next meeting

It was the consensus of the Committee that future meetings be held at Forest Heights School in Chester Basin.

The next meeting of the Committee will incorporate a site visit. Due to location, it was decided that this meeting be held at Heather Dymont's cottage. Ms. Payne will arrange for a meal to be provided.

The next meeting will be held on **Monday, April 23, 2018 at 7:00pm** at Heather Dymont's cottage, located next to the site. The **site visit to commence at 6:00pm**.

5. Adjournment

The meeting adjourned at 8:50 p.m.