

Sherbrooke Lake Access Advisory Committee

AGENDA

**Location: Parkdale/Maplewood Community Hall
3005 Barss Corner Rd., Maplewood NS**

September 10, 2015, 7 p.m.

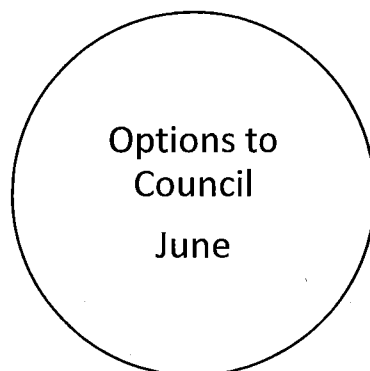
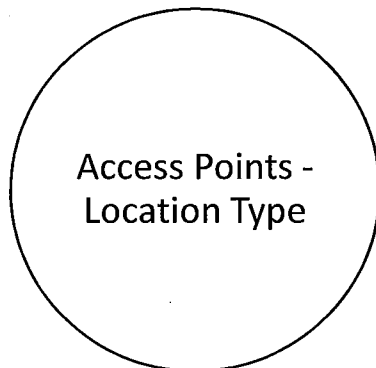
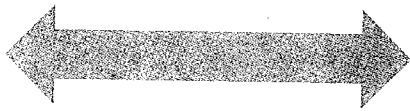
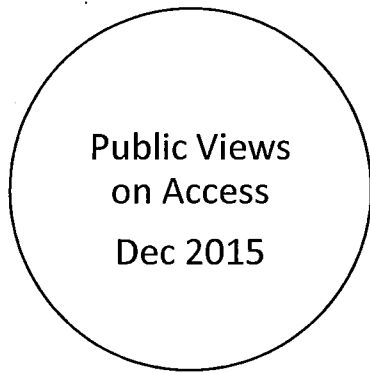
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1. CALL TO ORDER
2. SELECTION OF CHAIR
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES OF July 28, 2015 MEETING AS CIRCULATED
5. BUSINESS ARISING FROM THE MINUTES
 - Map of properties surrounding Sherbrooke Lake (will bring to meeting)
 - Legal Opinion Update
6. REVIEW DRAFT WORKPLAN 1-3
7. COUNCIL DECISION - FUNDS TO HIRE CONSULTANT TO CONDUCT PUBLIC CONSULTATION 4-6
8. REVIEW DRAFT RFP 7-12
9. UPDATE ON LAKE ACCESS VISITS IN KINGS AND ANNAOPLIS COUNTIES
10. PUBLIC INPUT (15 minutes)
11. INCAMERA ITEM - if required
12. ADJOURNMENT AND NEXT MEETING DATE

Sherbrooke Lake
Access Advisory Committee
Work Plan

Sherbrooke Lake Access Advisory Committee Work Plan

Outcomes	Activities	Responsibility	Resources	Time Line
1. Determine level and interest of public to determine type of access to Sherbrooke Lake	a) Approach Council for funds to be able to hire a consultant to conduct public consultation – survey and public meetings	Staff/Committee	Funding to hire Consultant	Sep 2015
	b) Create a RFP to hire a consultant	Staff/Committee	Staff /Committee Time	Sep 2015
	c) Hire consultant	Staff/Committee	Staff/Committee Time	Oct 2015
	d) To work with a consultant to design, implement and report back on finding from public consultations	Consultant/Staff/Committee	Staff/Committee Time	Oct-Dec 2015
	e) Report findings to Council	Staff/Committee	Staff/Committee	Jan 2016
2. Determine concerns of the public and impact in the lake	a) Survey/Public Meetings	Consultant/Staff/Committee	Funding for Consultant	Oct-Dec 2015
	b) Pull knowledge around Sherbrooke Lake pertaining to land use; water quality – to provide a picture of the Lake	Staff/Committee	Residents/Parkdale/Maplewood Museum, Planning staff	Oct-Dec 2015
	c) Invite Kings Co. to come speak to Committee	Staff/Committee		Nov 2015
	d) Create map of the Lake	Staff	Planning Staff	Sep 2015
3. Research & Identify Options	a) Research	Staff/Committee	Staff / Committee Time	Sep 2015 – May 2016
4. Investigate Best Practices concerning public access to Lakes	a) Visit sites in NS	Committee/Staff	Staff/Committee Time	Sep-Dec 2015
	b) Conduct Research on Internet, call other provinces, etc.	Committee/Staff		
5. Present options, Report to Council	Create and present report based on public input and research	Committee/Staff	Staff/Committee Time	June 2016





Municipality of the District of Lunenburg

REQUEST FOR DECISION

REPORT TO: Council

SUBMITTED BY: Trudy Payne, Director of Recreation Services

DATE: September 8, 2015

RE: Sherbrooke Lake Public Consultation

ORIGIN: Council and Terms of Reference

RECOMMENDED MOTION

To provide up to \$20,000 from the Sherbrooke Lake Public Access Reserve Fund to hire a consultant to design, implement, and report on the findings from a public consultation process, utilizing a survey and public meetings.

EXECUTIVE SUMMARY

In December 2014 Council approved the terms of reference for the Sherbrooke Lake Access Advisory Committee. In the terms of reference the mandate of the Committee is "to provide broad based community advice to the Municipality of the District of Lunenburg and provide options available for establishing public access to Sherbrooke Lake." The mandate also states "to engage the public using various methods (i.e. questionnaires, public meetings) to ensure community input throughout the process of determining public access to Sherbrooke Lake."

The Committee has created a draft work plan (will be presented at the September 10th Committee meeting) and the first action in the plan identified is to conduct a survey and public meetings to engage the public in the process of determining public access to Sherbrooke Lake. Part of the Committee's responsibilities is to "assist staff in the objective determination of the level and nature of the public interest in having access to Sherbrooke Lake (i.e. questionnaire)." In order to ensure the objectivity of the survey and public meetings the Committee is requesting that the Municipality of the District of Lunenburg provide funding to hire a consultant to design the survey and public consultation sessions, with input from the Committee, to collect data that will help determine the type of access the public would like to see on Sherbrooke Lake. The estimated cost to hire a consultant is \$20,000.

BUDGET IMPLICATIONS

If Council approves hiring a consultant to engage the public using a survey and public meetings, there would be a cost to having this completed by a third party. The funds could come from the reserve that has been established pertaining to public access to Sherbrooke Lake.

STRATEGIC PLAN

Establishing public access to Sherbrooke Lake is identified as one of the twenty one priorities in the Open Space Strategic Plan and is on Council's priorities for this fiscal year.

WORK PROGRAM IMPLICATIONS

Staff will need to work with the Committee and the consulting firm on the design of the survey and public meetings, the implementation and ensuring a final report with recommendations is completed. This will help inform Council and the Committee in the type of access the public desires and help them when looking at options available for public access.

ALTERNATIVES

Council could choose not to provide the funds to hire a consulting firm to design, implement, and put a report together based on the input. This would mean the Committee and staff would need to look at other alternatives to ensure public input. Hiring a consulting firm would help ensure the objective determination of the level and nature of the type of access the public wants to Sherbrooke Lake.

COMMUNICATION CONSIDERATIONS

An RFP would need to be issued and communications sent to the public informing them of the survey and meetings.

CONCLUSION

Department: <u>Recreation</u>	
Report Prepared By: Trudy Payne, Director of Recreation Services	Date August 17, 2015
Report Approved By: _____	Date _____
Reviewed ByCAO: _____	Date _____

REQUEST FOR PROPOSALS #

MUNICIPALITY OF THE DISTRICT OF LUNENBURG
Public Consultation re: Public Access to Sherbrooke Lake

ABOUT OUR ORGANIZATION

The Municipality of the District of Lunenburg is the third largest rural municipality in Nova Scotia in terms of total property assessment and encompasses a geographic area representing over 432,000 acres. The District is home to a growing population of over 25,000 and is considered one of the “hot spots” for development and growth in Nova Scotia.

Rich in charm and history, we offer a safe, rural lifestyle with wonderful seaside communities, sparkling coves and beaches, miles of Atlantic shoreline and numerous recreational lakes. This is all within a short commute from the Town of Bridgewater and the large metropolitan area of Halifax.

In 2009 the Municipality embarked on updating their Strategic Plan. The plan emphasizes community, services, and planning. The Vision Statement states:

“We are a community of communities, each with a unique history representing a diversity of cultural backgrounds and a mix of suburban and rural opportunities. We enjoy healthy lifestyles rooted in unrestricted access to the natural beauty of our region’s coastline, lakes and forests, a pristine environment and high quality community services. Our caring and tolerant communities supported by a strong volunteer base provide a rich mosaic of services to enhance the quality of life in our region offering a lifelong home. We are a progressive community with a sustainable, diversified economy incorporating both traditional resource based activities and a spirit of innovation and entrepreneurship that capitalizes on new economic opportunities. Our success is built on a strong work ethic and productive working relationships with our community and regional partners. We are a vital economic and service centre for the region.”

The Mission that the Municipality set for itself pursuant to this Vision is:

“The Municipality will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, the Municipality will strive to improve the quality of life for all residents living and working in the larger community.”

BACKGROUND – WHY Public Consultation concerning public access to Sherbrooke Lake?

In 2002/2003 the Municipality developed an Open Space Strategic Plan. The open space needs of the Plan were identified through user consultations and planning team analysis of many aspects of the Municipality such as demographic characteristics, geographic and recreation trends. In the Plan 26 open space priorities were identified, with access to Sherbrooke Lake as one of the priorities. In 2010 Council updated the Plan through a Council workshop and identified 21 open space priorities. Public access to Sherbrooke Lake was maintained as a priority in the Plan.

Sherbrooke Lake is known as the second largest lake in the Province of Nova Scotia and currently has no public access point. The issue of public access to Sherbrooke Lake, a lake that spans across two municipal units, the Municipality of the District of Lunenburg and the Municipality of the District of Chester, has been discussed for over 30 years. The issue of public access to Sherbrooke Lake has been brought to the fore front again, and the Municipality of the District of Lunenburg has taken action to seek a community solution by establishing the Sherbrooke Lake Access Advisory Committee. This Committee is made up of ten residents and/or property owners in the Municipality of the District of Lunenburg and the Municipality of the District of Chester to serve on the Sherbrooke Lake Access Advisory Committee, which is a Committee of Council. This Committee was established in December 2014 and is mandated to “provide broad based community advice to the Municipality of the District of Lunenburg and provide options available for establishing public access to Sherbrooke Lake” and “to engage the public using various methods (i.e. questionnaires, public meetings) to ensure community input throughout the process of determining public access to Sherbrooke Lake.”

In the terms of reference for the Committee’s responsibilities were identified. The Committee is to assist staff in the objective determination of the level and nature of the public interest in having access to Sherbrooke Lake (i.e. questionnaire); to present the results of deliberations, investigations and input sought (i.e. questionnaires) through various public formats to gain further input from the wider public concerning public access to Sherbrooke Lake; and to recommend to Council the nature and extent of public access envisioned for the lake based on public input and considering the protection of the lake environment.

OUR BUSINESS NEEDS – SCOPE OF WORK

The Municipality of the District of Lunenburg is seeking proposals for the for the preparation of public consultation in the form of a survey and public meetings to help determine the type of access residents and property owners within the Municipality of the District of Lunenburg and the Municipality of Chester envision for Sherbrooke Lake..

This process will involve:

1. Determining the best type of survey (i.e. phone, mail, web, etc.) that will reach residents and property owners in the Municipality of the District of Lunenburg and the Municipality of the District of Chester and be statistically valid.
2. Working with the Committee to help design the survey and facilitation format of the two public meetings.
3. Conducting the survey and the public meetings and analyzing the results.
4. Conducting two public meetings specifically for the communities surrounding Sherbrooke Lake in the Municipality of the District of Lunenburg and the District of Chester to reach residents and property owners in those communities.
5. Preparing up to four options of concept designs based on the results from the survey and public meetings. Provide recommendations of 1st, 2nd, 3rd and 4th choice from the options and why.
6. The Municipality will require a budget including projected costs to develop, implement and provide a report with results from the survey; to design a public meeting process, facilitate the public meetings and prepare a report on the findings from the public meetings; and for the up to four concept plan options, including estimated costs for each option.
7. Presentation of the results to the Sherbrooke Lake Access Advisory Committee and a presentation of the Final report to both Council and Sherbrooke Lake Access Advisory Committee.

TIME FRAMES

The contractor will be expected to commence work the week of October ??? 2015 and to meet in person with the Sherbrooke Lake Access Adviosry Committee during that week. The scope of work as described above must be completed by December 2015.

The proposal should include:

1. Outline of proposed deliverables;
2. Methodology to complete proposed tasks as associated with each deliverable; including the proposal timelines for each task. Consultation meetings with the Sherbrooke Lake Access Advisory Committee should be identified in the task list;
3. Qualifications of all persons involved with this project, specify the project lead;
4. Examples of previous work (private and public sector) related to this project;
5. Detailed budget forecasts, including fees and expenses per task; and

6. References for similar projects that have been completed including contacts and telephone numbers.
7. Table of contents for final report.

The Committee will provide existing background documents that may be helpful.

GENERAL INFORMATION TO BIDDERS

1. The Municipality of the District of Lunenburg and the Sherbrooke Lake Access Advisory Committee is not liable for costs incurred by the Proponent in responding to this Request for Proposals. Proponents are solely responsible for their own expenses in preparation, delivery of presentation of their proposal and for any subsequent negotiations with the Municipality.
2. The Municipality of the District of Lunenburg reserves the right to enter into negotiations with the successful bidder(s) within the terms of the request for proposal submitted, and has the right to vary the scope of work to clearly define the total costs of the deliverables.
3. All Proponents will be notified in writing regarding any changes made to the Request for Proposals or any appendices, or any change in the closing date or time. When changes occur within five business days of the close of the Request for Proposals, the Request for Proposals closing date may be extended to allow for a suitable number of preparation days between the revised closing date and the issuance of the change.
4. The Municipality of the District of Lunenburg will conduct all the media surrounding the community consultation process.
5. The maximum level of effort (including all costs) for the survey, public meetings and for the four concept plan options is \$20,000.
6. The final report and concept plans shall be submitted in the following format: One digital copy and 6 (six) complete hard copies along with any attachments.

EVALUATION AND ACCEPTANCE

The Municipality of the District of Lunenburg reserves the right, at its sole discretion, to reject any or all Request for Proposals. This Request for Proposals should not be construed as a contract for the purchase of goods or services. The Municipality reserves the right to accept any Request for Proposal that it considers to be in its best interest or to reject any or all Proposals, as the Municipality deems to be in the best interest. Price will only be one factor which the Municipality will consider in selecting a Proponent. Other factors, including but not limited to, experience in conducting similar projects and timelines will also be selection factors. The Municipality of the District of Lunenburg reserves the right to request a presentation to further assess any proposals.

The Municipality also reserves the right to waive formality, informality or technicality with the acceptance of Requests for Proposals. Any Proposals not supported by the information request in this Request for Proposals may be rejected. The Municipality also reserves the right to

negotiate with any Proponent who has submitted a Proposal. The Proponent, if any, who's Proposal, is accepted by the Municipality is hereafter referred to as the "Consultant".

Proposals will be evaluated in consideration of the following criteria:

Proposed methodology – how the consultant addresses public consultations (survey and public meetings). (30%)

Proposed budget (20%)

Related professional experience (30%)

General quality of proposal (20%)

LIABILITY OF ERRORS

While the Municipality has made considerable effort to ensure an accurate representation of information in the Request for Proposals, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

OWNERSHIP OF EXPRESSION OF INTEREST AND FREEDOM OF INFORMATION

All documents, including Proposals, submitted to the Municipality become the property of the Municipality and are subject to disclosure under the Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP). By submitting a Proposal, the Proponent thereby agrees to public disclosures of its contents subject to FOIPOP criteria. Any information the Proponent considers "personal information" because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined within the Nova Scotia Freedom of Information and Protection of Privacy Act (Municipal Government Act, Part XX).

The consultant who is the successful bidder is advised that all information collected in regard to this contract is considered to be the property of the Municipality of the District of Lunenburg.

PAYMENT INFORMATION

The Consultant will receive compensation upon project completion.

RECEIPT OF PROPOSALS

Proposals must be submitted in a sealed envelope and addressed to Val Oakley, Purchasing Coordinator, 210 Aberdeen Road, Bridgewater Nova Scotia B4V 4G8.

The Municipality of the District of Lunenburg will receive proposals that are clearly marked "Municipality of the District of Lunenburg Sherbrooke Lake Public Consultation" on or before **2:00 p.m. local time**.

All proposals will be placed in the Tender Box at the front counter of the Municipal Administration Building, and clearly identified as to contents, prior to the RFP closing date and time.

We regret that those proposals not received by the aforementioned time will not be accepted. Proposals sent electronically or by fax will not be accepted.

No Proposal may be withdrawn after closing. Prior to closing, Proposals may be withdrawn upon written request signed by an officer of the proponent's company, or by the Proponent in the case of a sole practitioner. Proposals may be amended by post, courier or fax, if received prior to the closing. Amendment of individual price items is the only acceptable price amendment. Amendments shall not disclose either the original or revised total price. Amendments or withdrawals will be clearly identified as such.

Proponents shall submit their Proposal in original form, plus 6 copies.

All enquires related to this Request for Proposals shall be directed to the following person or her designate. Information obtained from any other source is not official:

Trudy Payne
Director of Recreation Services
Phone: 902-541-1333
Fax: 902-527-1135
E-mail: tpayne@modl.ca