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**TO:** Electoral Area 'A' Parks, Recreation and Culture Commission    **MEETING:** June 19, 2019

**FROM:** Hannah King  
Superintendent Recreation Program Services

**Subject:** Request for Statements of Qualifications Inventory of Recreation Services in Electoral Area A

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## **RECOMMENDATION**

That the Request for Statements of Qualifications be issued to conduct an inventory of existing recreation services, programs and facilities within Electoral Area A.

## **SUMMARY**

The intent of the Request for Statements of Qualifications (RFSQ) is to fulfill a recommendation made by the Electoral Area A Parks Recreation and Culture Commission (PRCC) in April 2019 for an inventory of existing recreation programs, services and facilities within the electoral area to be completed. This inventory will provide the Commission and the RDN Board information on the current recreation programs, services and community facilities in Electoral Area A.

## **BACKGROUND**

At the April 2019 the Electoral Area A PRCC meeting the Commission made a recommendation that current recreation program opportunities, services and recreation facilities in the community be identified. On May 28, 2019 the RDN Board supported the recommendation with the following resolution:

*That staff provide a draft Terms of Reference document to guide a Recreation Needs Assessment within Electoral Area A to the Electoral Area A Parks, Recreation and Culture Commission for review at the June 2019 meeting.*

A RFSQ that would be used to secure a consulting firm to undertake the work has been prepared.

The retained consulting firm will complete a comprehensive inventory of existing recreation programs, services and community facilities within Electoral Area A.

## **ALTERNATIVES**

1. That the Request for Statements of Qualifications be issued to conduct an inventory of existing recreation services, programs and facilities within Electoral Area A.
2. That alternate direction be provided to staff.

## **FINANCIAL IMPLICATIONS**

While the issuance of a RFSQ does not have any financial implications, the intention is to enter into a services contract with a proponent. Based on experience staff estimate the cost of carrying out the work identified in the RFSQ to be between ten (\$10,000) and twelve thousand dollars (\$12,000).

The 2019 Electoral Area A Financial Plan has a current balance of \$94,113 for professional fees that would fund the work outlined in the RFSQ.

## **STRATEGIC PLAN IMPLICATIONS**

Focus On Service And Organizational Excellence - We Recognize Community Mobility And Recreational Amenities As Core Services



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Hannah King  
Superintendent, Recreation Program Services  
June 3, 2019

Reviewed by:

- D. Banman Manager, Recreation Services
- T. Osborne General Manager, Recreation and Parks
- P. Carlyle, Chief Administrative Officer

Attachment

1. Electoral Area A - Inventory of Recreation Services and Facilities RFSQ