

## **REQUEST FOR PROPOSALS**

### **Recreation Department: Operational Planning Facilitation**

February, 2017

#### **Introduction**

The Municipality highly encourages active living and strives to provide recreational opportunities to enhance the health and wellbeing of all members within the community. To that end, the Municipality of the County of Antigonish is undertaking a process to develop an operational plan for the Recreation Department as well as an updated five year physical activity plan. In addition, the community of Paqtnkek is seeking to develop a new five year physical activity plan.

The creation of a physical activity plan is a requirement of the Municipality's & Paqtnkek's participation in the Municipal and Mi'kmaw Physical Activity Leadership Program (MPAL). MPAL is a partnership between the province, municipalities, and Mi'kmaw communities in Nova Scotia; the purpose of which is to provide qualified leadership to support the development and implementation of a comprehensive physical activity strategy approach by municipal government.

Global, national and provincial forces will always have an impact on our community; however by developing a strong plan with a strong process and implementation, the Municipality and Paqtnkek can prepare for and have more control over our own future.

Whereas,

- there are many health, social, economic and environmental benefits associated with participation in recreation and in increasing physical activity levels;
- Municipal governments may impact healthy communities by including recreation and physical activity opportunities through programs and services;
- It is vital to our success to choose our preferred future in supporting communities that are healthy, inclusive, welcoming, resilient and sustainable (Shared Strategy for Advancing Recreation, 2015) so that we maintain the quality and level of service our residents have come to expect, while being responsive to their needs;

The Municipality of the County of Antigonish in partnership with the community of Paqtnkek is seeking proposals from qualified individuals and organizations to facilitate the development of a recreation operational plan as well as physical activity plans.

#### **Organizational and Community Profiles**

The Municipality of the County of Antigonish is a rural municipality located in northeastern Nova Scotia. It is bordered by the Northumberland Strait and St. George's Bay to the north and Guysborough County to the south. The Town of Antigonish – a separate political jurisdiction – is located in the centre of the County.

The Municipality has a population of approximately 15,500, including peoples and communities of First Nations, Acadian, Dutch, Scottish, and African Nova Scotian decent, in addition to a growing immigrant population. Approximately 25% of the population are under the age of 20, and 17% are 65 or older. This make-up contributes to a rich cultural history and a strong sense of community.

The Municipality has a strong reliance on its' natural resources; agriculture, fisheries and forestry feature prominently in the local economy. These sectors combined with St FX University, St. Martha's Hospital and a strong retail service industry are the main means of employment. Antigonish County is also home to a vibrant artisan community, resulting in a multitude of festivals and celebrations.

The Municipality has a passionate culture in recreation and sport with endless resources encouraging the community to live healthy and active lifestyles. In 2014, the Physical Activity Community Survey (Nova Insights) was conducted to further the development, implementation and continued evaluation of the recreation departmental plan, in particular the physical activity strategies. In addition, the survey provided local data to inform the plans on physical activity and the extent to which these align with physical activity opportunities in the area.

Established March 3, 1820, Paqtnkek Mi'kmaw Nation is located in Antigonish County, 24km east of Antigonish. The name Paqtnkek, meaning "by the bay", is a distinction emphasizing the importance of the local bay and its resources to the Mi'kmaw people.

Historically, the Mi'kmaw of Paqtnkek have lived by the bay in a harmonious, renewable manner, respecting the local environment while honoring their passion for their century's old culture.

Time-honored traditions of the past continue to be strong within the community. Commercial development of the Paqtnkek Fisheries Enterprise is a prime example of how the community maintains its cultural identity while serving the people under today's treaty driven economic development opportunities.

Paqtnkek community members strive to honor their culture through communication. Aboriginal language programs throughout the community are working to keep the language alive. Community members enjoy teaching one another the intricacies of the centuries old way of communication among Mi'kmaw people. Cherished elders pass on their wealth of knowledge to community youth who grow up honouring the experiences elders remember from days gone by.

Today, Paqtnkek Mi'kmaw Nation is a vibrant, deeply spirited and genuinely welcoming community that is a stopping point for many Mi'kmaw people travelling to and from Unama'ki. Travelers are always welcome guests in Paqtnkek, where the friendly people instinctively make anyone feel right at home. Guests can find comfort and privacy at the Entertainment Centre, grab convenience items at locally operated businesses or stop at the Gas Bar to top off their tanks, just as First Nations peoples from the mainland and Cape Breton have been doing for decades.

By harnessing its strong cultural history and reliance on the land as key tools, Paqtnkek is forming and developing economic and social ventures that will embody its past, present and future.

### **Invitation**

The Municipality of the County of Antigonish in partnership with Paqtnkek is seeking proposals from qualified individuals and organizations to facilitate the development of the Recreation Department's operational plan, as well as the Paqtnkek MPAL plan. Through this process, the Recreation Department and Paqtnkek Recreation will identify community needs and consider how best to meet these needs.

The plan will articulate the department's mission, vision, values and priorities, and guide planning and operational activities for the next 4-5 years. The Recreation department's operational plan will have a comprehensive approach providing a universal program designed to increase recreational opportunity for all members of the community.

The planning process and final product will reflect the needs of our communities and the Municipality's ability to respond to those needs in an innovative and sustainable manner.

When completed, the plans will outline the path from why we exist (mission) to what we want to become (vision).

This plan will utilize existing municipal plans including but not limited to the Municipality's Recreation plan; the Paqtnkek Recreation/Health plan; the 2014 Physical Activity Community Surveys; the Shared Strategy for Advancing Recreation in Nova Scotia (2015); and the MPAL provincial Memorandum of Understanding between the Municipality and Paqtnkek.

### **Deliverables:**

The successful proponent will demonstrate extensive strategic planning experience; knowledge and understanding of local government; the ability to conduct required research; the ability to facilitate community engagement; and the ability to create a strategic plan. The plan should be completed in a manner that is suitable for public review.

Specific deliverables of this project include:

- Completion of an environmental scan – reviewing related or pertinent plans and documents; analyzing strengths and weaknesses; and identifying best practices.
- A municipal recreation operation plan with a physical activity plan embedded in the overall plan.
- A physical activity plan for Paqtnkek.
- All plans will align with the Shared Strategy for Advancing Recreation in Nova Scotia (2015).

- Identification of common areas of interest and partnership opportunities between the municipal recreation department and Paqtnkek.
- Project facilitation including:
  - convening and attending meetings,
  - communicating among participants and partners,
  - coordinating community, employee and Council engagement;
  - assisting discussion and decision making and ensuring that conversations are progressive and innovative, and oriented towards choosing our preferred future.
- Development of a final project report including executive summary, an implementation component and an evaluation plan.

Specific emphasis is placed on engagement, implementation, measurement and innovative methods or techniques.

The successful applicant will work with a steering committee to develop and finalize a project plan based on the successful proposal.

#### Guidelines for Proposal Format:

Proposals are to contain the following information.

- **Introduction:** A letter of introduction to both the consultant(s) and the nature of the proposed approach to the project.
- **Qualifications:** Name(s) and qualifications of those involved in project.
- **Experience:** Provide an overview of prior work on corporate, strategic or business planning (An example of this work would be beneficial though not required).
- **Methodology:** A detailed outline of the methods used to provide the deliverables described above and associated timelines.
- **Cost:** Provide a breakdown of the time to be spent on the project including a breakdown of costs per project hour.
- **References:** Provide names and contact information for three (3) references include work completed that demonstrates the ability to undertake and complete similar projects on time and on budget.

#### Submission:

Proposals are due to the Municipality of the County of Antigonish by 4:30 PM, Wednesday, March 14, Atlantic Time .

Proposals may be submitted in hard copy by delivering three (3) sealed copies clearly marked as Recreation Department: Operational Planning Facilitation- Request for Proposal Response to The Municipality of the County of Antigonish, 285 Beech Hill Rd, Beech Hill, Nova Scotia.

Proposals may be submitted electronically. They should be clearly labelled as Recreation Department : Operational Planning Facilitation- Request for Proposal Response, and submitted to [marlene.melanson@antigonishcounty.ns.ca](mailto:marlene.melanson@antigonishcounty.ns.ca)

The individual assumes the burden of delivery.

The Municipality of the County of Antigonish reserves the right to reject any and all of the proposals received.

The proponent may withdraw their proposal at any time prior to the closing time by submitting a written letter Marlene Melanson, Recreation Director. This written request must be received prior to Wednesday, March 14 at 4:30pm.

### **Evaluation Criteria**

The successful firm or individual will possess the requisite skills to address the deliverables outlined, as well as the facilitative skills to engage with municipal council, staff and the community to draw out the valuable knowledge, experience and vision.

Each proposal received will be reviewed and scored based on overall presentation, value and by using the following points system.

Experience & qualifications of primary consultant / team 30%

Appropriateness of approach and proposed methodology including engagement, implementation and measurement 30%

Work plan, schedule, cost & level of effort 20%

Understanding of objectives 10%

Innovation in approach, methodology or techniques 10%

### **General Terms and Conditions**

#### **Confidentiality**

Material and information provided to the consultant by the Municipality must be kept confidential. This includes reports as well as information collected during facilitated sessions and interviews. All information and documentation are to be treated as confidential and not to be released unless permission is granted by the Municipality; unless they are identified as public documents.

#### **Costs incurred by the Proponents**

All costs and expenses incurred in the preparation and submission of a proposal shall be borne by the consultant. There shall be no direct or indirect payment for the preparation of a submission or to attend interviews in response to this Request for Proposal.

#### Freedom of Information

All documents, including submissions of proposals to the Municipality, become the property and a record of the Municipality; as such are subject to the Nova Scotia's Freedom of Information and Protection of Privacy Act and the Nova Scotia Municipal Government Act. By submitting a proposal the proponent is agreeing to public disclosure of its contents as required under these Acts.

Any enquiries regarding this Request for Proposal should be directed to:

Marlene Melanson, Recreation Director

Municipal Admin Center, 285 Beech Hill Rd, Antigonish, NS. B2G 0B4 Tel: 902 863 1141

Email: [marlene.melanson@antigonishcounty.ns.ca](mailto:marlene.melanson@antigonishcounty.ns.ca)