



WVRSC Recreation Committee

Meeting of June 2, 2015, 6.30 p.m. – Woodstock Office

Attendance:

Brian Hayden (Chair)
Jim Kennedy
Craig Melanson
Jo-Anne Lockhart (Executive Director)
Gay Drescher, Dillon Consulting
Stephen Stone, Dillon Consulting

Regrets: None

Call to Order: Meeting called to order at 6.25 p.m. by the Chair.

Agenda:

Review of Dillon Consulting proposal and contract terms.

New Business:

o Dillon Consulting Contract for Recreational Master Plan

Jim Kennedy thanked Gay Drescher and Stephen Stone for their proposal which was the successful bid, and for meeting with the Committee to review the proposal and fee payment structure.

Gay Drescher thanked the members for their awarding the Western Valley Regional Service Commission (WVRSC) Recreation Master Plan contract to Dillon and introduced herself as the lead project manager and Stephen Stone as the site project manager. Both Gay Drescher and Stephen Stone gave a summary of their qualifications and experience in the field as it applied to the WVRSC Recreational Master Plan.

The work plan was reviewed. It consists of 3 major phases at the end of which there will be a meeting to review the work completed to date. Phase 1 will be a review of the context of the master plan, which will include looking at demographics and trends, policies, existing master plans, provincial and national guidelines. Phase 2 will include the recreational mapping. There were questions about the mapping component and it was agreed the WVRSC receive the mapping data ".shpfiles" compatible with ArcGIS, the system the WVRSC accesses in the Sussex region, as well as the methodology of how the data was collected and derived for the GIS files. Phase 2 also includes community on-line and interceptive surveys, 3 focus group meetings, and stakeholder meetings. At this point the information will be summarized and analyzed, then presented to the Committee for discussion and review. Phase 3 is the action plan where a matrix will be developed with all of the relevant data. The study will look at standard growth needs, parks, open spaces, recreation facilities and will address future



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engagements. There will be an implementation plan presented. The tentative date for completion is November 16, 2015.

Brian Hayden offered to have Committee members accompany Dillon staff on their site visits. There was discussion about what constitutes recreation and wellness; does it include the arts. Stephen Stone stated their definition of wellness was related to museums and libraries, music and art festivals. Brian Hayden pointed out the recreation directors for the Towns of Woodstock, Hartland and Florenceville-Bristol were part of the Recreation Committee and would be available for consultation, as well as Kent Kuhn our provincial advisor. It was pointed out competitive sports and demographics throughout the Region (north, central, south) were two topics where suggestions would be welcomed.

Jo-Anne Lockhart asked about section 8.1 in the contract which referred to an 8% fee for routine expenses and disbursements; Gay Drescher replied it was included in the fee structure. There was a question about cost over-runs. Gay Drescher responded if the situation arose, probably due to scope creep, Dillon would bring the issue to the Committee for a decision.

Jim Kennedy addressed the issue of the contract and payment schedule. Gay Drescher informed the Committee the 40% holdback would be difficult for Dillon to handle as most of their work and expenses would have been incurred prior to the end of the contract. The revised payment proposal targets are at the end: Phase 1 – 15%, Phase 2 – 25%, Phase 3 – 30%, Phase 4 - 90%, Phase 5 – 100%. The Committee stated this seemed reasonable and agreed to these terms. Gay Drescher recorded the payment terms on the contract and Jim Kennedy signed the contract on behalf of the WVRSC.

Gay Drescher stated Dillon's philosophy was one of partnership and they looked forward to working together with the Committee on the WVRSC Recreation Master Plan. It was agreed Jo-Anne Lockhart would be Stephen Stone's day-to-day contact person.

The Committee offered the services of the region and towns/villages office facilities should there be a need for Dillon staff to work at the local level.

Meeting adjourned at 7.00 p.m.



Brian Hayden (Chair)