



Dynamic By Nature

REQUEST FOR PROPOSAL

Parks and Recreation Department

Consulting Services for the Development of a Parks & Recreation Master Plan

RFP No. PRD-01-10

Please submit complete proposal using the attached forms, quoting the above proposal number and closing date; and forward before 3:00 p.m. local time, **Friday September 3, 2010** to:

**The Corporation of the Town of Petawawa
Town Hall
1111 Victoria St.
Petawawa, Ontario
K8H 2E6**

Submissions must be received in accordance with the attached RFP forms, Specifications, Instructions to Vendors, and Standard Terms and Conditions.

Contact:

Mr. Kelly Williams
Manager of Parks and Recreation
16 Civic Centre Rd.
Petawawa, Ontario, K8H 3H5
613-687-5658 ext. 25
kwilliams@petawawa.ca

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A. THE PROJECT AND PROPOSALS

1.0 INTRODUCTION

The Corporation of the Town of Petawawa, herein referred to as "the Town", Parks and Recreation Department, invites proposals from professional firms interested in the provision of consulting services for the development of a Parks & Recreation Master Plan. Additionally, the Parks and Recreation Master Plan will contain strategies that effectively address active transportation needs and urban/ rural forest sustainability within the municipality. The Proposal must meet all the requirements outlined in this document and specifically Appendix A, the Terms of Reference for the Parks & Recreation Master Plan. Should none of the Proposals be accepted, a re-issuance of the Requests for Proposal (RFP) is possible.

2.0 TERM OF THE PROJECT

The completion date for the work is set for **July 15, 2011** as per the attached terms of reference for the master plan. The Town of Petawawa reserves the right to cancel the contract at its sole discretion based on sixty (60) days notice.

3.0 RFP SCHEDULE

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Town of Petawawa reserves the right to modify any or all dates at its sole discretion

Release of RFP:	July 23, 2010
Deadline for Submitting Questions:	August 23, 2010
Deadline for Responding to Questions:	August 30, 2010
RFP Closes:	3:00 pm - September 3, 2010
Final Selection and Notification:	September 24, 2010

4.0 PROJECT AUTHORITY AND INVOLVEMENT

This RFP is administered by the Manager of Parks and Recreation reporting to the Chief Administrative Officer (CAO). All inquiries regarding this RFP must be directed as specified in Section A – 6.0 herein.

5.0 PROJECT STAKEHOLDERS

The decision making authority rests with the Corporation of the Town of Petawawa.

The following parties are stakeholders in this Request for Proposal:

- Town of Petawawa Mayor and Council
- Town of Petawawa Chief Administrative Officer
- Parks and Recreation Department
- Public Works Supervisor and staff
- Planning Coordinator
- Economic Development Coordinator

6.0 INQUIRIES

Any clarification of this document or request for additional information must be received by 4:00 p.m. Monday **August 23, 2010** in writing, by fax or email to:

Mr. Kelly Williams
Manager of Parks and Recreation
Town of Petawawa
Parks and Recreation Department
16 Civic Centre Rd.
Petawawa, Ontario
K8H 3H5
613-687-5678 ext. 25
613-687-6746 (fax)
kwilliams@petawawa.ca
www.petawawa.ca

If necessary, a written addendum will be sent to all proponents. Should any proponent find discrepancies in, or omissions from the specifications, or should a proponent be in doubt as to their meaning, they must notify the staff contact indicated in this section in order to obtain clarification.

No notation calculated or intended to change or alter the above context in respect of specification(s), delivery, terms, conditions, etc., shall be made to the herein form by any proponent. All points as may be intended to reflect changes as herein referred shall be clearly set out in a separate letter, which shall be appended hereto.

7.0 PROPOSAL CONTENT

Each Proposal submitted must include a demonstrated understanding of the objectives, scope and particulars of the services required as well as a clear statement as to the actual total price, including the following:

Submissions shall include the legal name and form of the firm(s), a company profile(s), specify the parent company if applicable, including years in business, an overview of the experience of the firm(s) in providing similar services or goods to the public sector, and any other relevant information about the responding firm(s).

Evidence of insurance on an appropriate form/ certificate. The successful vendor must provide proof of insurance coverage throughout the life of the contract to the Town of Petawawa by fax 613-687-6746 to the attention of Mr. Kelly Williams or scanned document e-mail to kwilliams@petawawa.ca.

A current WSIB Clearance certificate. The successful vendor must provide proof of insurance coverage throughout the life of the contract. Current clearance certificates shall be faxed to 613-687-6746 to the attention of Mr. Kelly Williams or scanned document e-mail to kwilliams@petawawa.ca.

A copy of your health and safety policy.

Section E –Contact Information and Reference Chart. A minimum of three professional/client references.

An outline of the personnel that will be managing and assigned to the project work with a brief description of their background and experience.

8.0 EVALUATION OF PROPOSALS

Submission evaluation will be conducted pursuant to the Town's Purchasing By-Law. The bid submission review committee will be established to evaluate bid submissions. The bid submission review committee will consist of: Member of Council, CAO, Manager of Parks and Recreation, Public Works Supervisor, Planning Technician, Economic Development Coordinator.

Project submissions to be evaluated based on the criteria as set out in Table 1 below.

Table 1 – Evaluation of Submissions

Evaluation Criteria	Weighting
Innovative approach to project – 10% Methodology and process and collaborative nature – 10%	20%
Understanding of project goals and objectives as demonstrated by: <ul style="list-style-type: none"> • Knowledge of Town/Community & Corporation – 20% • Ontario with Disabilities Act adherence – 5% 	25%
Expertise and demonstrated results from similar projects - 10% Demonstrated knowledge of relevant policies and legislation - 10%	20%
Clarity & completeness of submission	5%
Price submission for project	30%
Total:	100%

9.0 SUBMISSION OF PROPOSALS

Submissions in sealed envelopes, clearly marked **RFP No. PRD-01-10**, will be received no later than **3:00 p.m. Local Time, Friday, September 3, 2010** and shall be addressed to the Manager of Parks and Recreation, 1111 Victoria St., Petawawa, Ont., K8H 2E6. Submissions will be received by the staff person designated by the Town at the Town Office counter no later than the time and date stated in this section.

To receive consideration, proposal documents must be received prior to the specified time of closing. Proponents are solely responsible for the method and timing of delivery of the proposal documents. Failure to comply with proposal submission requirements may result in the rejection of the proposal. No proposal documents may be withdrawn after closing. Prior to closing, RFP's may be withdrawn only upon written request signed by an authorized officer of the company.

B. PROJECT REQUIREMENTS

The Town of Petawawa is seeking proposals from qualified and professional consulting firms to work with the Town in the development of a Parks & Recreation Master Plan that will allow the Town to strategically manage the direction of parks and recreation services until 2021. See attached Appendix A to this document which contains the Terms of Reference for the Parks & Recreation Master Plan.

1.0 INTRODUCTION

The Corporation of the Town of Petawawa Parks and Recreation Department, invites tendered proposals from professional consultant firms and consortiums interested in the fulfilling the terms of reference for the Parks & Recreation Master Plan attached as Appendix A.

The Proposal must meet all the requirements outlined in this document and appendices. Should none of the Proposals be accepted, a re-issuance of the Requests for Proposal (RFP) is possible.

2.0 BACKGROUND OF THE PROJECT

This RFP for the development of Parks & Recreation Master Plan will be administered by the Manager of the Parks and Recreation Department. The Town is looking for an innovative approach to parks and recreation planning that will be demand driven and will strategically integrate the Town's mandates concerning parks, recreation, and leisure while at the same time ensuring the priorities and implementation directions are fiscally appropriate for the Town of Petawawa. The Master Plan will allow the Town to guide and manage the direction of parks, open spaces, recreation and leisure services, programs, events, facilities and amenities. The plan will provide a strategy and direction which maps the Parks and Recreation Department's goals and objectives. The Town will look for an approach that has regard for the provision of environmentally sustainable, accessible parks and recreation facilities, programs and services that will meet the dynamic needs of the Town. Specifically, the plan will address:

- The types of recreation, special events, leisure programs, facilities and venues that are required;
- Where these services, facilities, events and amenities should be provided;
- When these services, facilities, events and amenities will be required;
- How the services, facilities, events and amenities will be funded.

3.0 PROJECT COSTS

The total cost of the Project will be one (1) of the criteria in the consultant team selection process and is the upset limit for the Project. It is anticipated that the total cost of the Parks & Recreation Master Plan shall be **Sixty Thousand Dollars (\$60,000.00)**. Proposals with fees in excess of the anticipated costs require a clear explanation outlining the rationale for increasing the cost.

The contract between the Town of Petawawa and the consultant team shall specify the Project cost for the Parks and Recreation Master Plan. The cost shall be considered an upset figure which should not be exceeded. Further in this regard, please note the following:

- 3.1 The cost of advertising, room rentals and refreshments required for meetings open to the public in the context of the public consultation process and the Town of Petawawa consultation process will be paid by the Town of Petawawa. The Town of Petawawa will be responsible for the preparation and placing of all advertising and notices and renting appropriate facilities.
- 3.2 The cost of any presentation support materials, exhibits and Project products will be the responsibility of the consultant team.
- 3.3 The Proposal must outline all costs associated with supplying the identified services. The total price must fall within the budgeted finances and be stated clearly at the outset. Final selection will be subject to successful contract negotiations with the preferred consultant team.

No guarantee or warranty is given or implied by the Town as to the total amount that may or may not be purchased from any resulting contracts. Any quantities stated are for proponent's information only and will be used for tabulation and presentation of proposal, and the Town reserves the right to increase or decrease quantities as required.

In the event of any discrepancy between any unit price and an extension, the unit price shall govern.

4.0 PROJECT ADMINISTRATION / PROJECT SUPERVISOR

Project Lead and Main Contact: Manager of Parks and Recreation Department.

5.0 OVERALL OBJECTIVES

The overall objectives of the master planning process are to:

- Create a 'vision' for the delivery of parks and recreation services, which is aligned with Council's priorities and reflects the uniqueness of the Petawawa community.
- From the "vision", create a "mission statement" that will provide guidance to the Parks and Recreation Department allowing staff and the Department to reach or create their vision.
- From the "mission statement" create a set of "values" to be utilized by staff and facility/park/program clientele in the delivery of services and use of Town facilities and parks.
- Infuse the principles of sustainability, health-related benefits, accessibility and integration into the development of the vision, mission statement, values and delivery of parks and recreation services and programs.
- Evaluate the inventory of parks and recreation services, programs and facilities currently offered by the Town.
- Assess the strength, weaknesses, opportunities and threats facing the Town's parks and recreation system.
- Identify and assess the unique needs and wishes of the general public, industry/commerce and community partner organizations, visitors and emerging societal trends.
- Enhance community cooperation and partnerships in the planning and delivery of services and programs.
- Promote active living and increased physical activity through active transportation and physical recreation among all age groups and segments of the community.
- Create an Urban/Rural Forest Management Plan that establishes strategies, objectives and recommendations on preserving, maintaining and maximizing municipally owned urban/rural forests.
- Enhance volunteer opportunities and participation.
- Enable a higher level of community branding and marketing due to a stronger sense of community.
- Enhance the overall community quality of life and place.
- Encourage entrepreneurship and innovation.
- Identify specific ways in which Petawawa's recreational plan can link with tourism and economic development.
- Identify potential partnerships/ collaboration projects with neighboring municipalities, local aboriginal communities, CFB Petawawa and County of Renfrew.

5.1 PROGRAMMING OBJECTIVES

Specific programming objectives for the master planning process are to:

- Assess community and neighbourhood strengths, weaknesses, opportunities and threats to the delivery of parks, recreation and leisure services.
- Determine if the current mix of services and programs, including cultural and heritage programs/ facilities (public, private and not-for-profit) that are currently available to residents of Petawawa is balanced, accessible and appropriately addresses the current and future needs of the residents of this community and our many visitors.
- Determine where/if the Town should develop services, programming and facilities in areas such as, but not limited to the following: children, youth, females, families, seniors, and people at risk, community engagement, special needs, direct programming, facility allocation and partnerships.
- Develop and assess delivery and programming options, including current large scale events such as Civic Centre Days and Cabin Fever, recommending preferred options and rationale for same.
- Develop goals and objectives for the provision of facilities, programs and services for the short, medium and long term.
- Assess and make recommendations regarding the current organizational structure, staffing capacity, resource allocation and sources of funding to achieve the desired goals and objectives of the plan.

5.2 RECREATION FACILITIES OBJECTIVES

Objectives for recreation facilities are to:

- Provide direction on existing municipal facilities including outdoor sport facilities and heritage facilities, their future development and redevelopment options.
- Evaluate facility location and design in relation to demographic/cultural requirements over the life of the plan.
- Assess the merits of partnership opportunities with community groups and organizations (i.e. school boards, CFB Petawawa and community and neighbourhood groups).
- Develop standards for outdoor recreational facility development.

5.3 PARKLAND OBJECTIVES

The objectives of the planning process for parkland and open space are to:

- Evaluate the existing inventory of parks, open spaces and recreational facilities based on a shift toward multi-use, multi-purpose experiences.
- Determine the need for parks, open space and facilities based on current demographics and population growth.
- Review the current municipal park and open space system and determine future development and redevelopment options based on equitable geographical distribution.
- Determine a viable parkland hierarchy and rationalize the suitability of uses by park hierarchy (i.e. what is suitable in a parkette, a neighbourhood park or community park).
- Review leading practices for parkland and open space acquisition, disposal and consolidation in comparable sized municipalities and recommend the methodology that best fits Petawawa based on its future needs, trends, demographics and operational abilities.
- Review current Official Plan (OP) and park policies.
- Examine and predict the impact of trends in parkland development based on the existing parks inventory.
- Review the Town's active transportation needs and recommend short, medium and long-term strategies to improve active transportation in the community.
- Develop strategies, objectives and recommendations on preserving, maintaining and maximizing municipally-owned urban/rural forests as a framework to be included with current/future planning projects such as the review of the Town's Official Plan and subdivision construction guidelines.

6.0 ASSUMPTIONS

The following is a list of general assumptions related to the Proposal submission and the undertaking of this Project following contract award:

- Harmonized Sales Tax (HST) and other applicable taxes shall be included in the submitted price.
- Submissions shall be irrevocable for one hundred-twenty (120) days.
- The consultant team will and can provide all services specified in Section B of this RFP.
- The Town of Petawawa can rely on the consultant team's knowledge of provincial safety regulations and labour laws.
- The consultant team will provide such additional insurance coverage as set out in Section F of this RFP.
- In addition to the Commercial General Liability and Automobile coverage's specified in Section C, Part 18, proof of Error and Omissions coverage is also required.

7.0 RESOURCE REQUIREMENTS

Consultant Resources

Proponents must detail any resources they will provide and require as part of the Proposal. This includes all resources; third party consultants or sub-contractors including Town of Petawawa resource requirements that are assumed to be outside those requirements defined in the document.

Available Town Resources

1. Make available within a reasonable time and with reasonable notice, staff required for interviews to collect information.
2. Make available for viewing and possible copying all appropriate information, mapping, and documentation relevant to the Project. The Town will have the sole discretion in determining which information is appropriate to be copied and given to the consultant team. The said consultant team is responsible for verifying the accuracy of all information provided by the Town.
3. The cost of any advertising, room rental and refreshments required for meetings open to the public. The Town will be responsible for the preparation and placing of all advertising and notices and renting appropriate facilities.

There are some pertinent documents, reports, as well as other resource materials that may be relevant to the creation of the Parks and Recreation Master Plan. **For a complete catalogue of this information, please refer to Appendix 'A' to this RFP.**

Digital Sources of Information

Mapping is recognized as an important element in the Project. The Town of Petawawa currently does not have internal GIS capabilities and relies on the GIS team at the County of Renfrew for its GIS mapping needs. The County of Renfrew has 2 staff dedicated to their GIS. The County maintains property parcel information, road centerline and has 20 cm resolution imagery for the entire County including the Town of Petawawa & CFB Petawawa. The County is a member of the OGDE (Ontario Geospatial Data Exchange) and ORN (Ontario Road Network) which gives them access to most of the provincial mapping datasets (contour, water etc.). They have multiple licenses of ESRI (ArcView & ArcEditor) products. To get a better understanding of some of the datasets the County of Renfrew has please have a look at their web application...

www.renfrewcountygeosmart.ca

County of Renfrew GIS Department service charges are as follows:

Maps	
Monochrome sheet (per meter ²)	1.10
Colour sheet (per meter ²)	5.50
Double-sided lamination (each page in addition to print charge)	1.00
Development of custom maps (minimum ? hour charge)	see hourly rates
Scanning Services	
- First image	5.00
- All subsequent images in the same work order	1.00
- Diskette/CD	10.00
- Large Format Scanning (per image)	100.00
Plus hourly wage for Administrative Assistant (minimum ? hour charge)	see hourly rates
NSF Cheques	35.00
Hourly Rates (travel time is 50% of service rate)	
- CAO/Department Head	115.00
- Manager/Supervisor	85.00
- Technical / Coordinator	60.00
- Maintenance/Janitorial Person	50.00
- Clerical	40.00

8.0 MILESTONES AND RESULTS

The Department proposes that the Master Plan project be comprised of 3 phases. The approach described below is open for discussion and may be modified if the consultant felt other approaches would better meet the desired outcome. The proposed elements are included within the phases listed below.

Phase 1 – Project start-up, information gathering and consultation process. Includes engagement planning, planning workshop(s), interviews with staff, internal, external & community stakeholders. Contains review of background information, demographics, current & future trends, community inventory, services, programs and facility needs. Concludes with an assessment of current and future demands for Parks and Recreation Services. Update to Council – Interim report #1.

Phase 2 - Includes recommended service delivery options and discussion ensuring alignment with developed vision, mission statement and value system. Services provision methods, processes, strategies including budget requirements and financing options, partnerships, community and stakeholder consultation. Update to Council – Interim report # 2.

Phase 3 - Concludes with directions & priorities, draft report, public review/open house(s), final report – master plan.

The proposed timeline for the phases is indicated in the Proposed Timeline Chart below, and is subject to further input from consultants. The **x**'s are indicative of an update to Council through an interim report and discussion paper. During Phase 3, a draft and final report will be provided. Actual dates to be determined in consultation with staff.

Proposed Timeline Chart

Phases	Fall/Winter 2010	Winter/Spring 2010/11	Spring/ Summer 2011
1	x		
2		x	
3			x

The deadline for delivery of the Master Plan project is **July 15, 2011**.

9.0 ROLES & RESPONSIBILITIES

1. Consultant

The Consultant's role will be to develop a Master Plan process and deliver a Master Plan for Parks and Recreation collaboratively with the Parks and Recreation Department that incorporates the required elements of both the process and deliverables. The Consultant will also be open to incorporate any further items that may be identified throughout the proposed process, as may be received by a consultant as part of what they propose is necessary to properly deliver the product needed.

Consultant firm's responsibilities are to:

- Assign a team of individuals with the required skills and expertise to deliver on the project goals and objectives;
- Conduct and complete the work elements as identified within this document;
- Work with assigned Town staff in a collaborative and supportive fashion to support skill development opportunities for staff assigned to the project;
- Complete the work elements as outlined in the Key Objectives of the Terms of Reference;
- Design and conduct public input sessions with support of Department staff as needed or required;
- Develop and deliver a project process and document that meets project goals, objectives and deliverables;
- Provide monthly updates to the project leads;
- Provide comprehensive, innovative and collaborative opportunities throughout the process;
- Ensure public, stakeholder, Department and Corporate management, and Council involvement in the Master Plan process and development of recommendations;
- Provide draft and final versions of the Master Plan document in accordance with Section B 8;

- Provide progress reports, discussion papers, draft and final versions of the Master Plan document in accordance with the Terms of Reference;
- Draft appropriate advertising and communications as needed for the project;
- Meet project timelines;
- Provide itemized project invoices in a timely fashion not less than bimonthly; and
- Not to exceed cost for project.

2. Parks and Recreation Department

The Department's role is to direct and participate in the Master Plan process and deliver a Master Plan for Parks and Recreation that meets the project goals and objectives.

The Department's responsibilities are to:

- Identify Project Lead;
- Assign staff as required to help meet project goals and objectives;
- Provide background materials and data as needed and available;
- Provide rooms and facilities for meetings, consultations, open houses, focus groups, etc;
- Provide current contact information for stakeholder groups, including Town Committees and Boards;
- Provide a webpage for ongoing communication vehicles as needed for the project;
- Provide advertising and communication vehicles as needed for the project;
- Meet timelines necessary to achieve project goals and objectives;
- Consult with the Committee of the Whole of Council to receive ongoing input and comment as the plan develops; and
- Draft appropriate advertising and communications as needed for the project

10.0 INTERIM AND FINAL REPORTING

The successful consultant team shall provide, on a monthly basis, a written status report and an accompanying detailed invoice to the contact in the Parks and Recreation Department. The update must include an outline of the work completed to date, work completed since the last update, and a discussion of how the project is proceeding including any unexpected difficulties. A 'face-to-face' status meeting between Parks and Recreation Department staff and the said consultant team will occur as required. The Town of Petawawa reserves the right to determine interim and final reporting requirements during the term of the contract as the process unfolds to address specific ongoing needs.

11.0 PRODUCT DELIVERY

1. Delivery date for the Parks & Recreation Master Plan is **July 15, 2011**.
2. All documents, maps, plans and documentation developed during the Master Plan project become the property of the Town of Petawawa.
3. All documents, maps, plans and submissions to the Town of Petawawa will be provided in digital format suitable for reproduction purposes, and will be owned by the Town of Petawawa.

All reports, discussion papers and other submissions as required are to be provided to the Town of Petawawa in the following way; requisite number of bound copies and 1 unbound version and 1 electronic version on CD –ROM.

- Final report - (30 hard copies, one unbound, and 3 copies CD–ROM).
- Executive Summary Document (30 copies, one unbound, and CD Rom).
- Final presentation of report, through PowerPoint Presentation, to Town Council.

12.0 FORMAL CONTRACT

If a preferred consultant team is ultimately selected for service delivery, the said consultant team shall be prepared to enter into a contract satisfactory to the Town of Petawawa that will allow the Town the use of concepts, products, processes produced or resulting from the services rendered by the consultant team in connection with the Project or which are otherwise developed or first reduced to practice by the consultant team in the performance of the services for this Project. This Proposal shall constitute part of the terms and conditions of the contract award.

C. GENERAL TERMS AND CONDITIONS

The following terms and conditions are deemed accepted by all submitters of proposals in response to this RFP and are deemed incorporated into every contract resulting from this RFP:

1. Improper Delivery.

Electronic, telegraphic, telephone, or facsimile submissions in response to this RFP will not be accepted. Late submissions in response will also not be accepted.

2. Signing Requirements.

Submissions that are not signed will be rejected. Signing of submissions shall be in the form set out in Irrevocable Offer D which shall be attached to the proposal. If the submitter of a proposal is an incorporated company, the proposal must be executed by the signing officer(s) of the company with the company seal placed beside the signature(s). If the submitter of a proposal is not an incorporated company, the submitter of a proposal should sign his or her own name in the presence of a witness who should sign beside the submitter of a proposal's name.

3. Applicable Law.

This RFP, each submission and the Project itself are each subject to the provisions of all applicable law, including:

- the *Municipal Freedom of Information and Privacy Act*, RSO 1990, c. M54,
- *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, each proponent warrants that they have the experience training and equipment to ensure all work performed under the contract is done safely and in accordance with all applicable health and safety legislation and that they have control over the workplace and is fully responsible for the health and safety of all employees and others present on the site. Each proponent also acknowledges that the Town is relying on this warranty in its decision to award the contract to the proponent,
- *Ontarians with Disabilities Act, 2001*, S.O. 2001, c.32, section 13 of which statute states:
In deciding to purchase goods or services through the procurement process for the use of itself, its employees or the public, the council of every municipality shall have regard to the accessibility for persons with disabilities to the goods or services.

This RFP, each submission and the Project itself are also each subject to the provisions of the Procurement Policies and Procedures by-law 306/04 of the Corporation of the Town of Petawawa, as amended.

4. Town Not Liable for RFP Costs.

The Corporation of the Town of Petawawa is not liable for any costs incurred by the submitter of a proposal in responding to this "Request for Proposal".

5. Required Warranties.

Each submitter of a proposal is deemed to expressly declare and warrant in the proposal that;

- i. The prices in this Proposal have been arrived at independently from those of any other submitter of a proposal.
- ii. The prices in this Proposal have not been knowingly disclosed by the submitter of a proposal, and will not knowingly be disclosed by the submitter of a proposal prior to award, directly or indirectly, to any other submitter of a proposal or competitor.
- iii. No attempt has been made, nor will be made, to induce any other person to submit or not to submit a proposal for the purpose of restricting competition.
- iv. This proposal is in all respects fair and without collusion or fraud.

- v. There has been no violation of copyrights or patent rights in manufacturing, producing or selling the materials and/or services shipped or ordered as a result of this proposal, and the seller agrees to hold the purchaser harmless from any and all liability, loss, expense, action or suit occasioned by any such violation.
- vi. All materials and/or services proposed to be supplied to the Corporation of the Town of Petawawa conform in all respects to the standards set forth by Federal and Provincial agencies.
- vii. The submitter of the proposal is:
 - a. Competent to perform the work described in this RFP ["the work"];
 - b. Has the necessary qualifications, including knowledge, skill and experience to perform the work, together with the ability to use those qualifications effectively for that purpose;
 - c. Shall supply everything necessary for the performance of the work;
 - d. Shall carry out the work in a diligent and efficient manner;
 - e. Ensure the work is of proper quality, material and workmanship; is in full conformity with the specifications; and meets all other requirements of this RFP and any subsequent contract.
- viii. The submitter waives all rights of lien which might arise in relation to any contract from this RFP under section 3(1) of the *Repair and Storage Liens Act*, R.S.O. 1990, c. R.25.
- ix. The submitter has and follows a health and safety plan for employees and representatives who will be present on the property of the Corporation of the Town of Petawawa as part of any contract arising from this RFP.
- x. The submitter confirms that the price proposed is an upset limit above which the Town is not required to pay and that where there is uncertainty as to the price proposed, the unit price shall govern.

6. No Obligation to Contract.

Submissions made in response to this Request for Proposals do not constitute the acceptance of a contract with the Town of Petawawa. Submissions constitute offers which the Town may or may not accept on its sole discretion. The Corporation of the Town of Petawawa further reserves the right to accept or reject any or all proposals or parts of proposals, to order additional units at the price submitted, or to accept any proposal considered in its best interest, and to request re-proposals on the required materials and/or services. The Corporation of the Town of Petawawa also reserves the right to waive irregularities and technicalities and to do so in its sole discretion. The Corporation of the Town of Petawawa further reserves the right to award the contract on a split-order basis, lump-sum or individual-item basis, or such combination as shall best serve the interests of the Town in the opinion of the Town. The Town of Petawawa reserves the right to include consideration of any outstanding claims against or by the Town, any record of poor performance with the Town and the appropriateness of any key personnel in evaluation of any proposal and to reject any proposal based on record of past poor quality of service, claims and disputes or difficulties related to proceedings in completed past projects for the Town.

Each submission of a signed proposal is deemed an irrevocable offer which may be accepted, at the sole option of the Corporation of the Town of Petawawa and after negotiation, only by entering into a formal contract upon such acceptance the terms, responsibilities, and specifications as required by the Corporation of the Town of Petawawa including but not limited to those set out herein. The Town reserves the right to reject an offer to supply goods and services presented in response to the Town's procurement processes where the Town determines that the person making the offer is in any way indebted to the Town and in its sole discretion is of the opinion that it is in the Town's best interests that the offer be rejected.

Notwithstanding anything contained in the Agreement to the contrary, the Town may, at any time prior to the completion of the services, terminate this Agreement by giving thirty (30) days written notice to the Contractor. Upon a termination notice being given, the Contractor shall immediately cease services in accordance with and to the extent specified in the notice. In the event of a termination notice being given in accordance with this Agreement, the Contractor shall be entitled to be paid, to the extent that costs have been reasonably and properly incurred for purposes of performing the services and for which the Contractor has not already been so paid or reimbursed by the Town.

7. Contract Payments.

Unless otherwise specified, should the Corporation of the Town of Petawawa enter into a contract relating to the Project, it will make payment of accounts within thirty (30) days of either the date on which the materials and/or services have been accepted to the satisfaction of the Corporation of the Town of Petawawa, or the date on which the invoice is received, whichever is later.

8. Limitation of Liability.

Unless otherwise agreed, should the Corporation of the Town of Petawawa enter into a contract relating to the Project, the other contracting party shall agree to hold the Corporation of the Town of Petawawa harmless from any and all liability, claim, (including damages, fines, insurance adjuster's fees and legal costs on a full recovery basis), loss, expense, action or suit arising from the Project. Independent of any steps taken by the Town, it shall be the Contractor's responsibility to investigate and handle any and all third party claims arising from the project in a professional manner, within 30 days of receipt, and provide a copy of the response to the Town.

9. Dispute.

In cases of dispute as to whether or not deliverables meet the requirements of the Corporation of the Town of Petawawa, the decision of such agent as the Corporation of the Town of Petawawa may appoint will be final and binding.

10. No Assignment.

Unless otherwise agreed, should the Corporation of the Town of Petawawa enter into a contract relating to the Project, the other contracting party shall not, without the written consent of the Corporation of the Town of Petawawa, assign or subcontract any aspect of the Project or the deliverables.

11. Fit for Use.

All things supplied under the Project shall be fit for the use specified in the governing documents whether or not detailed specifications on the various components are not set out in the documents.

12. No Implied Waiver.

The failure of either party at any time to require performance by the other party of any provision hereof shall in no way affect his right thereafter to otherwise enforce such provision or to seek damages for the breach thereof.

13. Governing Law.

All submitter of proposals, including those outside the Province of Ontario, agree that the rights of all parties shall be governed by the laws of the Province of Ontario and that the venue for dispute shall be within the Province of Ontario. Proponents must be able to demonstrate their ability to perform the work under the law of the Province of Ontario and provide such security as might be required and enforceable under the law of the Province of Ontario.

14. Force Majeur.

Neither party shall be held responsible for any remedy arising from delay or failure to perform obligations under this RFP or the Project when such delay or failure is due to fires, strikes, floods, acts of God or the Queen's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

15. Deemed Satisfaction as to Submission.

The submission of a proposal shall be deemed conclusive proof that the submitter of a proposal has satisfied itself as to all the requirements set out in the RFP, all the conditions which may be encountered, what materials and/or services he/she will be required to supply, or any other matter which may enter into the carrying out of the Project. No claims will be entertained by the Corporation of the Town of Petawawa based on the assertion by the submitter of a proposal that it was uninformed as to any of the requirements of the proposal.

16. Default Under Project.

In case of a default of performance of the Project, the Corporation of the Town of Petawawa reserves the right to transfer the Project to another source. All additional expenses arising from such transfer will be charged to the original submitter of a proposal or contractor and are due forthwith.

17. Title and IP Right to the Work.

Title and intellectual property interest ["IP"] to the work described in this RFP ["the work"] and any part thereof vests in the Town upon delivery and acceptance thereof by or on behalf of the Town. The risk of loss or damage to the work or part thereof so vested shall remain with the successful proponent Contractor until its delivery of the work in full. Any vesting of title or IP shall not constitute acceptance by the Town of the work and shall not relieve the successful proponent of its obligation to perform the work. The successful proponent shall indemnify and save harmless the Town and its employees and agents against any claim, action, suit or other proceeding for any payment or enforcement of any right or remedy that results from or

is alleged to result from the creation of or provision of the work or the use or disposal of anything furnished in relation to the work.

18. Insurance.

Any selected proponent shall be required to provide Commercial General Liability Insurance, structured on a "per occurrence" basis, and motor vehicle liability, in the amount of no less than two million dollars (\$2,000,000.00). WSIB coverage shall be provided as required by, or available under law. Additional insurance may also be required depending on the nature of bids submitted. Policies shall be in a form satisfactory to the Town and shall be kept in full force during the complete period. The Town shall be named as an additional Insured on the Commercial General Liability policy, and any successful proponent shall provide evidence of all insurance coverage's required, and proof of WSIB coverage, before the Town shall enter into of a contract in relation to this Request for Proposal.

19. Enforcement.

Any successful proponent will have to enter into a legally binding agreement with the Corporation of the Town of Petawawa. Where any breach of the terms of that agreement should occur, the Town shall review all legal remedies available to it and use any appropriate remedies to protect the interests of the Corporation of the Town of Petawawa including law suit or application before the appropriate court or tribunal. All submitters of proposals in response to this RFP hereby acknowledge and attorn to the jurisdiction of the choice of the Town of Petawawa in any such legal process.

20. Privacy and Freedom of Information.

All submissions and attached materials received in response to this [RFP/tender] are deemed to be the property of the Town of Petawawa as of the date of their submission except to the extent they are protected as third party material under applicable privacy law. The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA or the Act) applies to all tenders, quotations and proposals submitted to the Corporation of the Town of Petawawa. Tenders, quotations and proposals will be received in confidence and are subject to the disclosure requirements of the Act. Pursuant to orders made by the Information and Privacy Commissioner/Ontario, the Town shall not withhold the following information from tenders, quotations or proposals, if requested through the MFIPPA process by any person or business:

The cover letter to the tender, quotation, or proposal;

The table of contents;

lists of figures, tables, and appendices; and

Any information regarding the form and structure of a tender, quotation or a proposal (i.e. information which may disclose the manner in which the document is constructed).

Bidders/proponents should identify any portions of their tender/quotation/proposal which contain a trade secret, scientific, technical, financial, commercial or labour relations information supplied in confidence and which will cause harm if disclosed.

The Town of Petawawa cannot ensure that any given portion of any materials received in response will not be ordered released under MFIPPA.

D. FORM OF IRREVOCABLE OFFER

**I hereby offer to provide the requirements under Request for Proposal
RFP No. PRD-01-10**

to the Corporation of the Town of Petawawa according to the terms set out in this Proposal as well as in the RFP including the requirement for and acceptance of a formal contract acceptable to the Corporation of the Town of Petawawa. I also agree that this irrevocable offer shall be open to acceptance by the Corporation of the Town of Petawawa for a period of one hundred-twenty (120) days from the closing date for the receipt of Proposals.

WITNESS _____ **SIGNED** _____

OR _____ **NAME** _____

(Affix Company Seal if applicable) _____ **TITLE** _____

COMPANY _____

ADDRESS _____

CITY/PROV. _____

POSTAL CODE _____

TELEPHONE _____

FAX NO. _____

EMAIL . _____

E. CONTACT INFORMATION & REFERENCES

Company contact information

CONTACT PERSON	
E-MAIL ADDRESS	
REGULAR PHONE NUMBER	
EMERGENCY PHONE NUMBER	

References provided by the proponent will be used to determine whether past performance on similar contracts has been satisfactory.

COMPANY	
NAME	
TITLE	
EMAIL	
PHONE NUMBER	

COMPANY	
NAME	
TITLE	
EMAIL	
PHONE NUMBER	

COMPANY	
NAME	
TITLE	
EMAIL	
PHONE NUMBER	



APPENDIX A
TERMS OF REFERENCE
PARKS & RECREATION MASTER PLAN
July 2010

INTRODUCTION

The Town of Petawawa is seeking professional expertise to assist it and the community at large in developing a Parks & Recreation Master Plan that will strategically position the Town to manage its parks and recreation services until 2021.

PURPOSE

The Town is looking for an innovative, demand driven approach to integrated parks and recreation planning. The Master Plan will provide the Town with the necessary public policy framework to manage its parks, open spaces, recreation and leisure services, programs, events, facilities and amenities in a cost effective manner consistent with leading industry practices. The Town is looking for an approach that has regard for the provision of sustainable and accessible parks and recreation services that will meet the unique needs of the Town. The plan will provide guidance as to where parks, facilities and services should be located or offered, what services and programs will be provided, when the services will be needed or required and how they should be implemented and funded.

OVERALL OBJECTIVES

The overall objectives of the master planning process are to:

- Create a 'vision' for the delivery of parks and recreation services, which is aligned with Council's priorities and reflects the uniqueness of the Petawawa community.
- From the "vision", create a "mission statement" that will provide guidance to the Parks and Recreation Department allowing staff and the Department to reach or create their vision.
- From the "mission statement" create a set of "values" to be utilized by staff and facility/park/program clientele in the delivery of services and use of Town facilities and parks.
- Infuse the principles of sustainability, health-related benefits, accessibility and integration into the development of the vision, mission statement, values and delivery of parks and recreation services and programs.
- Create an inventory of parks and recreation services, programs and facilities for the Town.
- Assess the strength, weaknesses, opportunities and threats facing the Town's parks and recreation system.
- Identify and assess the unique needs and wishes of the general public, industry/commerce and community partner organizations, visitors and emerging societal trends.
- Enhance community cooperation and partnerships in the planning and delivery of services and programs.
- Promote active living and increased physical activity through active transportation and physical recreation among all age groups and segments of the community.
- Create an Urban/Rural Forest Management Plan that establishes strategies, objectives and recommendations on preserving, maintaining and maximizing municipally owned urban/rural forests.
- Enhance volunteer opportunities and participation.
- Enable a higher level of community branding and marketing due to a stronger sense of community.
- Enhance the overall community quality of life and place.
- Encourage entrepreneurship and innovation.
- Identify specific ways in which Petawawa's recreational plan can link with tourism and economic development.
- Identify potential partnerships/ collaboration projects with neighboring municipalities, local aboriginal communities, CFB Petawawa and County of Renfrew.

PROGRAMMING OBJECTIVES

Specific programming objectives for the master planning process are to:

- Assess community and neighbourhood strengths, weaknesses, opportunities and threats to the delivery of parks, recreation and leisure services.
- Determine if the current mix of services and programs, including cultural and heritage programs/ facilities (public, private and not-for-profit) that are currently available to residents of Petawawa is balanced, accessible and appropriately addresses the current and future needs of the residents of this community and our many visitors.
- Determine where/if the Town should develop services, programming and facilities in areas such as, but not limited to the following: children, youth, females, families, seniors, and people at risk, community engagement, special needs, direct programming, facility allocation and partnerships.
- Develop and assess delivery and programming options, including current large scale events such as Civic Centre Days and Cabin Fever, recommending preferred options and rationale for same.
- Develop goals and objectives for the provision of facilities, programs and services for the short, medium and long term.
- Assess and make recommendations regarding the current organizational structure, staffing capacity, resource allocation and sources of funding to achieve the desired goals and objectives of the plan.

RECREATION FACILITIES OBJECTIVES

Objectives for recreation facilities are to:

- Provide direction on existing municipal facilities including outdoor sport facilities, future development and redevelopment options.
- Evaluate facility location and design in relation to demographic/cultural requirements over the life of the plan.
- Assess the merits of partnership opportunities with community groups and organizations (i.e. school boards, CFB Petawawa and community and neighbourhood groups).
- Develop standards for outdoor recreational facility development.

PARKLAND OBJECTIVES

The objectives of the planning process for parkland and open space are to:

- Evaluate the existing inventory of parks, open spaces and recreational facilities based on a shift toward multi-use, multi-purpose experiences.
- Determine the need for parks, open space and facilities based on current demographics and population growth.
- Review the current municipal park and open space system and determine future development and redevelopment options based on equitable geographical distribution.
- Determine a viable parkland hierarchy and rationalize the suitability of uses by park hierarchy (i.e. what is suitable in a parkette, a neighbourhood park or community park).
- Review leading practices for parkland and open space acquisition, disposal and consolidation in comparable sized municipalities and recommend the methodology that best fits Petawawa based on its future needs, trends, demographics and operational abilities.
- Review current Official Plan (OP) and park policies.
- Examine and predict the impact of trends in parkland development based on the existing parks inventory.
- Review the Town's active transportation needs and recommend short, medium and long-term strategies to improve active transportation in the community.
- Develop strategies, objectives and recommendations on preserving, maintaining and maximizing municipally-owned urban/rural forests as a framework to be included with current/future planning projects such as the review of the Town's Official Plan and subdivision construction guidelines.

STUDY CONSIDERATIONS

The Parks & Recreation Master Planning process will review, research and make policy recommendations with respect to the following areas of interest:

- The Town's role in providing parks and recreation opportunities in the Town of Petawawa in relation to recreation and leisure services currently offered through CFB Petawawa.
- Assess the services currently provided in relation to community needs and desires over the life of the plan.
- The appropriate application of leading municipal practices for the Town of Petawawa.
- Current and needed service standards and guidelines for the delivery of traditional and non-traditional recreational and sports activities, facilities, services and programs, amenities and venues.
- The relationship between Town services and those provided by other agencies, organizations and the private sector.
- The role of partnerships, principles and objectives to guide the development of community partnership arrangements in the future.
- A contemporary and future look at the role that volunteers play in the provision of parks and recreation service provision.
- Changes required or needed to current policies, processes and activities to move the status quo from its current state to a desired future state.
- Facility, indoor and outdoor leisure and recreational needs over the short, medium and long-term life of the plan.
- Location options for future opportunities to provide additional facilities and amenities, including but not limited to performance and exhibition space, single purpose and multi-purpose facilities, trails, parks, beaches, natural areas and woodlots, skateboard parks, splash pads, extreme sports facilities, active and passive space for spontaneous use.
- Evaluate the existing inventory of parks and recreational facilities based on a shift toward multi-use, multi-purpose experiences in facilities.
- Active transportation with respect to past and current needs and developments of on and off road trails and linkages promoting non-motorized transportation opportunities throughout the Town.
- Urban/rural forestry and the protection of the existing municipal tree canopy along with strategies to drive future sustainable canopy maintenance and growth (municipally-owned trees and property only)
- Options for the optimal organizational structure, staffing levels and professional competencies to ensure the success of the Master Plan recommendations.

MUNICIPAL DRIVERS FOR THE PLAN

The last Parks and Recreation Master Plan completed by the Town of Petawawa was in 2002. Since then, the Town has seen significant growth in both commercial and residential development. This growth can be directly attributed to growth in local employment and the economy as a result of growth in both CFB Petawawa and Atomic Energy of Canada Limited in Chalk River.

- The need to assess, manage and address aging infrastructure and compliance with current accessibility standards and trends (i.e. recreation facilities, sport fields, parks).
- The new fiscal realities in municipal government including a trend towards operational cost recovery.
- There is a need for clearly defined prioritized strategies and standards for services, programs and facilities provision based on community need and community desires that will accommodate current needs and growth potential over the life of the plan.
- The County-wide need to improve overall health and physical activity levels amongst residents.
- The concern for the Town's municipal tree inventory in the wake of significant commercial and residential growth and development.

COMMUNITY DRIVERS FOR THE PLAN

Themes

- Sustainable parks, open spaces and development of facilities.
- Environmental responsibility and protection of natural heritage.
- Accessibility – programs, events and spaces for all community participants.
- Get Active – linking health and activity, promotion of healthy living principles.

- Four season recreation opportunities.
- Destination parks and event areas.
- Connecting networks of pathways, trails, sidewalks that link parks, schools, commercial areas and events centres.

Specific Pressure Points

Through consultations and other interactions with the community over the past few years, the following issues have been identified as being particular points of interest requiring policy development:

- Waterfront development.
- Boat launches and ramps.
- BMX/ skills park facilities.
- Community gardens.
- Open space and trails, and related public spaces.
- ATV and Snowmobile Clubs.
- Dog parks.
- Events coordination (CFB Petawawa).
- Extreme sports including rafting and whitewater kayaking.
- Mount Molson Ski and Snowboard Hill
- Heritage parks.
- Integrated network of bike trails and paths.
- Maintenance of parks and facilities.
- Operational staff numbers/hectares of parkland.
- Skate parks.
- Rural parks.
- Splash pads.
- Sport tourism.
- Senior's recreational needs.
- Storm water pond integration into parks.
- Urban forestry.
- Vandalism.
- Youth at risk

Public Expectation for Process:

- Consider informal process of community consultation as opposed to a formal advisory committee.
- Use a diverse and broad spectrum of channels to get messages and information out to the community.
- Be aware of the vocal majority/minorities.
- Scheduled timelines will determine participants in the process.

SNAPSHOT OF THE COMMUNITY

Being the largest community in Renfrew County, Petawawa boasts a quality of life that is second to none, with state of the art recreational facilities, modern infrastructure and growing commercial and industrial sectors. The Town is rich in culture and heritage, abounds with scenic nature, and is steeped with a deep sense of community pride. You will find a wide selection of serviced and non-serviced residential, commercial and industrial land available for building homes and establishing business ventures. The public utilities are state of the art and well maintained. Clean water, excellent roads, reliable power and motivated/educated employees are the norm in Petawawa.

Key Statistical Information

Population - 15,500

County Population – 95,138

Industrial Park - \$10,000/acre

Development Charges – Yes (www.petawawa.ca)

Average House Sale Price - \$240,000

Top 2 Employers

CFB Petawawa Military Base

AECL Research and Development Nuclear Laboratories

Growth Announced for CFB Petawawa

CFB Petawawa is the area's largest employer with 5,600 military personnel and 900 Public Service employees. This number will grow by approximately 200 for a new special operations unit and by an additional 440 when we see a Chinook Helicopter Squadron established in Petawawa in 2012. With 640 new soldiers comes population growth. With dependants, this growth could potentially be 1,344 residents. New housing is underway in anticipation of the military growth.

AECL Chalk River Growing Workforce

Atomic Energy of Canada Limited (AECL) Chalk River Laboratories is the second largest area employer, with a workforce of 2,785. Employee numbers have increased by 230 in the past twelve months. Recruitment efforts are ongoing, as an anticipated 200 new employees will be needed over the next two year period.

Demographics

Town of Petawawa demographic information can be accessed through Statistics Canada at:

<http://www12.statcan.ca/census-recensement/2006/dp-pd/prof/92-591/details/page.cfm?Lang=E&Geo1=CSD&Code1=3547076&Geo2=PR&Code2=35&Data=Count&SearchText=petawawa&SearchType=Begins&SearchPR=01&B1=All&Custom=>

PARKS AND RECREATION INVENTORY

The following represents an overview of current municipal parks and facilities assets. There are approximately 152 hectares of municipally-owned recreational open space in Petawawa. Petawawa residents actively engage in an extensive range of recreation and leisure pursuits that encompass active and passive activities, sports and recreation, community festivals and events. The Town of Petawawa provides a variety of recreation and leisure facilities, trails and parks that support the participation in leisure, recreation and sport activities including:

4 community parks	2 outdoor rink.(winter)
10 neighborhood parks	1 single ice pad arena
7 undeveloped parks	2 community centres
14 playgrounds	50 km of recreational trails
6 ball diamonds	2 municipal boating slips
3 soccer fields	1 BMX skills park
3 tennis courts	2 beaches
1 basketball court	1 Mini-Putt

Other Non-Municipal Facilities

Residents of the Town of Petawawa currently enjoy the use of a multitude of recreational facilities located on CFB Petawawa through a community access program. These facilities include two arenas, a swimming pool, fitness centre, sports fields, indoor track and gym, squash courts, golf course, marina, 2 beaches and campground facilities. There are also school board properties in Town that provide recreational opportunities. Currently, two new schools sites, located adjacent to the Petawawa Civic Centre property are near construction and are anticipated to be completed by 2012. Residents also enjoy the use of an in-town located ski-hill, Petawawa Terrace Provincial Park, Roanoke Golf Course and the recently developed Petawawa Pioneer Village.

DRAFT LIST – RELATED STUDIES

The following list is an indication of the available studies and plans which may be chosen for inclusion in the Parks and Recreation Master Plan Study:

1. 2002 Town of Petawawa Recreation Master Plan.
2. Town of Petawawa Official Plan.
3. Town of Petawawa Asset Management Plan
4. Town of Petawawa Strategy Session 2009.
5. Town of Petawawa Tourism Strategy 2002
6. Town of Petawawa Guidelines for Beautification and Revitalization 2002
7. County of Renfrew Forest Management Plan.