



# VILLAGE OF SILVERTON

## COMMITTEE OF THE WHOLE

### COUNCIL AGENDA

SILVERTON COUNCIL – ONLINE MEETING

August 17, 2020

4:00 pm

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**A. CALL TO ORDER**

**B. THE VILLAGE OF SILVERTON ACKNOWLEDGES THE INDIGENOUS PEOPLES ON WHOSE TRADITIONAL TERRITORIES WE STAND**

**C. ADDITION OF LATE ITEMS IF ANY**

**D. DELEGATION**

None at this time.

**E. DISCUSSION**

- E1. Lakeside Campground Planning
- E2. Dog Bylaws/Bylaw Enforcement
- E3. Broadband Connectivity

**F. ADJOURNMENT**



## Administrative Report: Hillary Elliott, CAO

Village of Silvertown Council

**COTW Meeting of Silvertown Village Council August 17, 2020**

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### **Executive Summary**

The purpose of this report is to seek some general input from Council regarding the Creekside Campground project and options to move forward.

### **Background**

- Council has requested a process to contract out the design of the Lakeside Campground
- There are a few different processes in order to proceed with Council direction
- Staff researched and networked the various processes available for Council consideration, such as:  
Request for Quotes (RFQ), Request for Proposals (RFP), Request for Information (RFI), Call for Submissions, etc.
- After careful consideration the following process is being proposed for Council consideration:  
Request for Quotes [please refer to the attached Village of New Denver template that would be used for the Silvertown Lakeside Campground project]

### **Financial Impact**

Significant.

By choosing the Request for Proposals Council will receive a minimum of three different proposals in order to assess the financial impact.

Some things to be considered: level of financial resources, staff resources/skill sets, municipal resources (such as materials on hand), desired outcomes, compromises and aspects “set in stone”, the “fancy” version or the “economical” version.

### **Discussion**

Staff would like Council direction on whether they wish the CAO to pursue a Request for Quotes, similar to the template presented.

If Council wish to go in a different direction:

- which process should staff pursue
- should staff do further research
- should further research be requested, what is the general purpose for more information

RFI, RFQ and RFP, what information they provide:

- [An RFI](#) educates — RFI responses explore how a vendor might solve a problem or fill a need
- [An RFQ](#) quantifies — RFQ responses provide the cost of meeting a specific need
- [An RFP](#) compares — RFP responses evaluate the merits of each vendor compared to others

Due to the Financial limitations and the possible need to finance the project with different resources such as Gas Tax, an RFQ would allow for Council to plan a responsible budget while maximizing all our resources available to us.

#### **BENEFITS & NEGATIVE IMPACTS:**

Request for Quotes allows for an understanding of the possibilities and the cost of those possibilities for Council consideration.

Each of the other options have different outcomes and required information.

A Request for Information would simply tell us what we already know; we want to restructure/build Lakeside Campground.

A Request for Proposals, due to the nature of the process would require more staff time than the Request for Quotes.

A request for Proposals may follow the Request for Quotes, depending on what the Village receives and what Council decides regarding the vision for the campground.

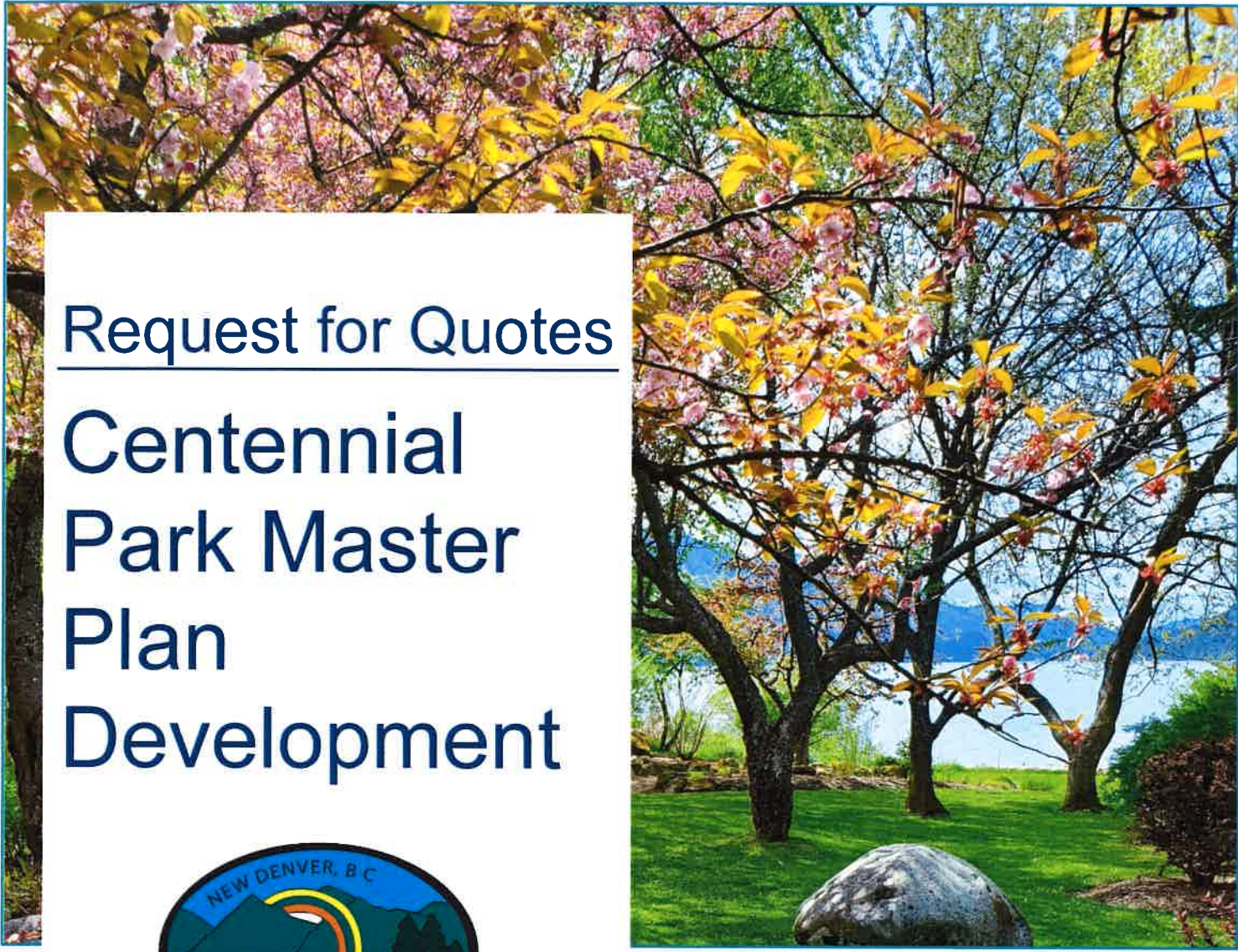
#### **LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

There are not any legislative impacts or precedents as Council may change/upgrade the campground as they see fit; the Village will complete all works in accordance to our Bylaws, and those laws/legislation of the province and the federal government, accordingly.

Without a plan, the legislative and Bylaw requirements are not known at this time.

Hillary Elliott, CAO





# Request for Quotes

# Centennial Park Master Plan Development



**Issue Date:** May 20, 2020  
**Submission Deadline:**  
June 11, 2020 at 12:00 p.m. (noon)

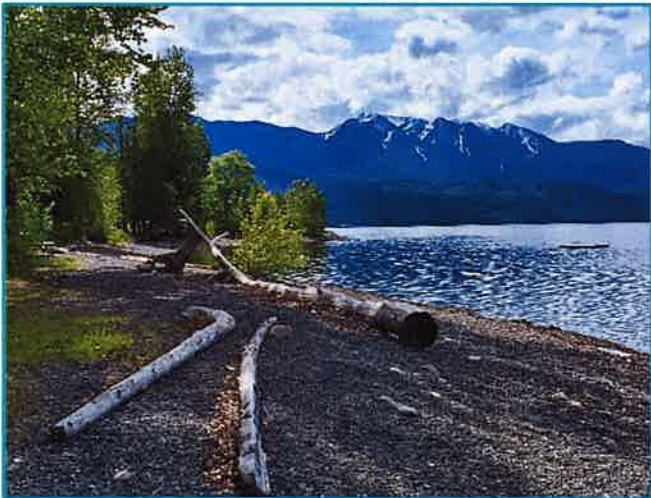
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## Introduction

The Village of New Denver is seeking park planning quotes from qualified consultants. Consultants are invited to submit quotes for the pricing of a Centennial Park Master Plan including all works related to the investigation, consultation, community engagement, preparation, and delivery of such a plan. Quotes will be used for the submission of grant applications to fund the development of a Master Plan for Centennial Park.

Interested firms or individuals should demonstrate their ability to achieve a high standard of quality in the provision of consulting services, community engagement, and technical matters related to the development of a Park Master Plan. Should grant funds be received, the Village of New Denver would proceed with selecting a consultant for the development of a Centennial Park Master Plan.

The Centennial Park Master Plan should provide a recommended park design and guidance for investing in future park improvements. Park priorities should be identified to best serve diverse community and visitor needs into the future. The new plan would be prepared with input from Village Council and staff, local stakeholders (including user groups), and the general public.

## Background

In preparing a quote for Centennial Park Master Plan development, consideration should be given to the following:

1. Centennial Park is located in New Denver adjacent to Slocan Lake, south of Carpenter Creek, in the area known locally as 'The Orchard.' The park is owned by the Village of New Denver. Totalling 12.73 acres, Centennial Park is well positioned to be a focal point for gathering and recreating in New Denver. This park currently contains a campground and sani-dump, seasonal washroom and shower facilities, bear-proof food storage for campers, parking, a playground for young children, a [locked] cooking cabin, picnic tables, a baseball diamond, single basketball net, soccer fields, bocce courts, a large gazebo, a shelter with a fire pit, a beach volleyball court, a public boat launch (including parking, boat wash information, and one of the community's Public Access Liferings), a fish washing station, and the Kohan Reflection Garden which is maintained by a local non-profit society. Centennial beach, with a floating dock, is accessed via Centennial Park.

New Denver's marina and an off-leash dog area are located immediately north of Centennial Park on approximately 8.6 acres of otherwise vacant Crown Land bordering Carpenter Creek. Planning for recreational use on this neighbouring Crown Land should be included in the Master Plan.

2. The most recent Master Plan for Centennial Park dates back to 1988.
3. Consideration should be given to including and integrating a diverse range of elements. Centennial Park is used as a venue for the Hills Garlic Festival and New Denver May Days Celebrations, with the cooking cabin, washrooms, open space, and bocce courts being of particular importance, though outdated. Large groups such as cycle tours and an adaptive sports

retreat use the park for group activities but could benefit from more or updated amenities. Campers in the park benefit from amenities that serve them during their stay. The Kohan Reflection Garden is an attractive wedding venue but the park lacks amenities for fully servicing group functions. Soccer and baseball fields are presently not commonly used for these sports. The playground in Centennial Park sees regular use but has not been updated in recent years.

4. Significant changes to the campground are not anticipated but recommendations for modifications can be included in the Master Plan if the need is identified.
5. In recent years, requests have been made for use of the park and other Village property, such as wireless internet for campers, a skate park for youth, a bicycle skills park, a disk golf course, and improvements to the Centennial Park bocce courts and baseball diamonds.
6. New Denver and Centennial Park host a varied demographic mix. It is important to balance the needs of an increasing seniors' population with those of our community's numerous young families, youth, and everyone in between. Balancing resident and visitor needs will also be a priority. Centennial Park serves as both a neighbourhood park to residents of The Orchard and a 'Village' Park, with regular visitors from around New Denver as well as neighbouring communities. The park also serves as a visitor destination, given the presence of the campground, the Kohan reflection garden, the popular beach and boat launch, sport and recreation facilities, and extensive open space available for group functions.

### Project Objectives

The main objectives of this project are as follows:

- Conduct a community-wide needs assessment that includes residents, community groups, user groups, community stakeholders, and Village Council and staff and that encompasses current and future uses of Centennial Park.
- Develop a Centennial Park Master Plan that includes a vision for the park, a 10-year action plan, and makes actionable strategic recommendations based on professional expertise and data from the inventory, needs assessment, and public and stakeholder input.

### Scope of Work

The scope of work to be outlined in the quote includes a variety of planning and consultation services to be completed by November 2020, including the following:

1. Review all relevant documents associated with Centennial Park and adjacent interests.
2. Attend at least four (4) in-person or virtual meetings with Village staff during the design phase, consisting of: one to review and confirm project expectations; one at 50% plan development; and two other meetings during the design process. At least one meeting should take place on site to observe and discuss site conditions.



## REQUEST FOR QUOTES – CENTENNIAL PARK MASTER PLAN DEVELOPMENT

3. Complete baseline mapping of park layout and amenities. Inventory existing amenities and evaluate function, adequacy, and shortfalls. Complete a site analysis addressing specific opportunities and constraints.
4. Organize and facilitate a planning process to develop ideas and priorities, with options where appropriate.
5. Conduct a community-wide needs assessment, current and future, to identify gaps, opportunities, and priorities. Collect community input regarding preferences for the future of Centennial Park. Provide meaningful opportunities for public input and participation; ensure the style of engagement is inclusive.
  - Create, coordinate, and collect input and feedback from a local steering committee.
  - Engage community user groups, local stakeholders, business, youth, service clubs, and the public at large, including adjacent landowners.
  - Survey the community.
  - Generate overall community excitement and imagination for the creation of a Park Master Plan and future park improvements.
  - Gain specific knowledge of the park and park use, user groups and partnership opportunities, the surrounding community, existing proposals, and community priorities.

The Village of New Denver will provide meeting venues as needed. Information and updates about the process should be prepared for Village staff to post to the Village of New Denver's website. *Current restrictions resulting from the COVID-19 pandemic will need to be taken into consideration. Online, email, paper, and over the phone communications can replace public meetings as a result of current, unique limitations.*

6. Develop a draft plan.
  - Provide a high-level assessment of the current state of existing park amenities, including purpose, intended use, actual use, benefit, enhancement opportunities.
  - Provide recommendations regarding a vision for the park. Prioritize and value activities and amenities, and locate these within Centennial Park. Develop goals and objectives for the provision of amenities for the short, mid, and long term.
  - The plan should consider, for example, but is not limited to:
    - Recreational opportunities for all seasons
    - Urban trail connectivity and enhancements
    - Gathering spaces and amenities to support large and small functions
    - Youth priorities
    - Integration of natural features
    - User groups and partnership opportunities



## REQUEST FOR QUOTES – CENTENNIAL PARK MASTER PLAN DEVELOPMENT

7. Present the draft plan to stakeholders and the community for feedback.
  - Draft plan should be shared via appropriate communication methods. If a public open house is not possible due to COVID-19 related restrictions, alternative methods should be arranged to obtain feedback from participants.
  - Make revisions as necessary.
8. Prepare a final master plan document to be adopted by the Village of New Denver.
  - This plan should act as a guide and overall vision for the park's future development.
  - Identify unmet current and future needs in the park. Include prioritized short, medium, and long-term capital improvement plans (10-year period) for investments in park amenities and new construction. Include scope of work for all recommendations and opinion of probable costs.
  - Identify potential funding sources for park development.
  - Suggest community partnerships to support plan implantation and create increased recreation opportunities.
  - This document should be prepared in a way so that it can be updated and maintained by Village staff.

### Quote Contents

Rather than a full project proposal, we are seeking quotes including the following:

1. Names of principal company and any sub-consultants, if known
2. Brief methodology description
3. Scheduling and detailing of work activities with allocated hours for each involved staff member
4. Hourly fees of staff dedicated to this project
5. Schedule of costs per work activity for staff remuneration and other expenses, including travel, materials, and payable taxes
6. Availability to provide services

### Submission Instructions

Please submit electronic or printed copies via email, hand, or Canada Post delivery to:

Jessica Rayner, Community Planner  
Village of New Denver  
PO Box 40  
New Denver, BC V0G 1S0  
[planning@newdenver.ca](mailto:planning@newdenver.ca)