



Township of McNab/Braeside

Recreation Department

TERMS OF REFERENCE

Recreation Master Plan

R.F.P RC-2025-05

Date of Issue: Thursday August 21, 2025

Tender Closing Date: Monday September 22, 2025, 12:00 pm (ET)

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Township of McNab/Braeside

Request for Proposals

FOR

Recreation Master Plan

R.F.P NO. RC-2025-05

Issue Date: Thursday August 21, 2025

The Township of McNab/Braeside wishes to obtain proposals from reputable consulting firms to complete a comprehensive Recreation Master Plan. Submissions are restricted to firms that can demonstrate qualifications and experience developing plans for municipal Parks, Recreation and Culture.

Sealed proposals, and clearly marked shall be submitted to:

**RC-2025-05
c/o CAO/Clerk
The Township of McNab/Braeside
2473 Russett Drive
Arnprior, Ontario
K7S 3G8**

and must be received no later than:

Monday September 22, 2025, 12:00 pm (ET)

Proposals received by this time, date and at the location specified above, shall be opened and read in public as soon as possible after that time. Public reading of a proposal does not imply any decision by the Township on whether a proposal is or is not irregular. The Township reserves the right to reject any or all proposals, irrespective of price. The Township retains the discretion to waive irregularities and informalities in the proposals and to award the contract in the best interest of the Township.

The accepted proposal must be approved by council.

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Recreation Master Plan

Total Proposal Amount

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1. RFP Intention

The Township of McNab/Braeside is seeking proposals from qualified consulting firms with demonstrated experience and expertise in parks, recreation, and cultural planning to develop a Comprehensive Recreation Master Plan. This plan will provide a strategic and long-term framework to guide the development, enhancement, and delivery of parks, recreation, and culture services over the next ten years (10 years). The successful proponent will undertake all activities pertaining to research, consultation, engagement, and plan preparation.

2. Project Background and Objectives

The Municipality recognizes the value of recreation and cultural opportunities in enhancing quality of life, promoting community well-being, and fostering social cohesion. With evolving community demographics, user expectations, and pressures on infrastructure, a strategic approach is needed to manage existing recreation assets, programming, events and facilities while planning for future needs.

The Township's Recreation Department conducted a comprehensive Recreation Engagement Survey in August 2024 to gather feedback on existing programs, services, facilities, and community priorities. The survey received input from both residents and non-residents to provide valuable data regarding community preferences, gaps in services, and suggestions for improvement. This information will be shared with the successful recipient.

Project Objectives:

- Establish an overall vision for recreation within the Township.
- Assess the current state of recreation, culture, parks, facilities and programs.
- Identify community needs, priorities, and gaps in service.
- Engage residents, stakeholders, and user groups through inclusive public consultation.
- Provide actionable strategies for asset maintenance, service delivery, facility improvements, and new developments.

- Determine opportunities to enhance, expand and re-evaluate current and future recreation programming, events and culture.
 - Align recommendations with the Municipality's strategic plan, budget capacity, and growth forecasts.
 - Ensure that personal, social economic and environmental benefits are considered throughout the plan.
 - Identify key funding strategies that will help sustain and enhance the current service delivery and maximize potential to develop future opportunities.
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3. Scope of Work

The Recreation Master Plan should include, but not be limited to, the following components:

3.1 Inventory and Analysis

- Review and assess existing parks, trails, open spaces, indoor/outdoor recreational and cultural facilities.
- Evaluate current usage, conditions and service delivery models.

3.2 Community Engagement

- Develop and implement a comprehensive engagement strategy using a variety of methods: surveys, public meetings, workshops, interviews with key stakeholders, etc.
- Ensure representation of all age groups, abilities, and cultural communities.

3.3 Needs Assessment

- Identify gaps in current service levels and access.
- Project future needs based on population growth, trends, and participation rates.

3.4 Strategic Recommendations

- Prioritize short, medium, and long-term actions for development, enhancement, or rationalization of services and facilities.
- Include financial implications, funding strategies, and partnership opportunities.

- Provide an implementation framework with timelines, key performance indicators (KPIs), and accountability structures.

3.5 Integration

- Align with Municipal Strategic Plan.
 - Recommend updates to policies and practices as appropriate.
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4. Proposal Requirements

Consulting firms are requested to submit a proposal that includes the following:

- Company Overview – background, relevant experience, and qualifications.
 - Project Team – key personnel, roles, and resumes.
 - Approach and Methodology – work plan, public consultation approach, key deliverables.
 - Project Schedule – timeline and milestones with the project completion date clearly indicated.
 - Detailed Budget – fees, disbursements, and optional costs.
 - Relevant Work Samples – examples of similar projects completed.
 - References – three references from similar projects.
 - Draft Contract - The consulting firm shall include a draft contract of engagement with their proposal.
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5. Successful Proposal

- Insurance – The successful firm shall maintain liability insurance with coverage of no less than \$2,000,000. The Township of McNab/Braeside is to be listed on the certificate with a copy provided to the Township.
- Execution of Form of Agreement – The Township shall issue a letter to the successful firm to indicate acceptance of the proposal.

6. Submission Details

- Proposals must be completed in ink or type.
- Late submissions or those received by email will not be accepted.

Deadline for Submission: Monday September 22, 2025, 12:00 pm (ET)

Clearly marked, sealed proposals addressed to:

RC-2025-05
c/o CAO/Clerk
The Township of McNab/Braeside
2473 Russett Drive
Arnprior, Ontario
K7S 3G8

Inquiries:

Andrea Lamontagne
Recreation Director
andrea@mcnabbraeside.com
613-623-5756 x 226

7. Terms and Conditions

- The lowest bid will not necessarily be accepted.
- Proposals must remain valid for a minimum of 90 days from the submission deadline.
- Prices quoted shall be the net cost to the Township and include all associated costs required to complete the service AND shall remain firm for the period of this agreement.
- All documents submitted become the property of the Township.
- Any conflict of interest must be disclosed.
- The Township retains the discretion to waive irregularities and informalities in the proposals and to award the contract in the best interest of the Township.
- No oral explanation or interpretation by any person shall modify any of the Contract Documents.

- Acceptance of the proposal shall occur at the time the Township awards the RFP and not necessarily at the time the award is communicated to the successful firm.
- The accepted proposal must be approved by Council.
- The Contractor shall obtain and review all Contract Documents listed in the RFP and all addenda issued by the Township, pertaining to this Contract.
- The Township of McNab/Braeside operates under the Municipal Freedom of Information and Protection of Privacy Act. Consequently, consulting firms must acknowledge that proposal contents may be disclosed to the public as a condition of the request for proposal process.

Township of McNab/Braeside General Information

The Township of McNab/Braeside is a municipality in Renfrew County located between the towns of Arnprior and Renfrew that is comprised of multiple villages and hamlets.

The Township's tag line, 'Where Nature Awaits' aptly illustrates the wildlife, lush green spaces, forests, and waterways. In June 2025, the township acknowledged it's Bi-Centennial by hosting a large event held at the Municipal Complex.

Population: 7,597 (2021)

Land Area: 255.25 km²

Website <https://www.mcnabbraeside.com/>

Recreation Services are under the PLAY tab.

By-Laws and Strategic Plan are under the MUNICIPAL SERVICES tab.



Township of McNab/Braeside Recreation Overview

The Township has multiple parks, beaches, boat launches, trails, outdoor rinks, sports fields and facilities, and one Museum. There is not a library, pool or indoor ice pad; these services are available in the towns of Renfrew and Arnprior.

Recreation Agreements

The Township pays a fee to the Town of Renfrew for Library and Recreation Agreements that allow McNab/Braeside residents to use these facilities and register for programs at the resident rate. The Town of Renfrew has indoor ice pads but does not have a pool.

Before July 1, 2023, a Joint Use Recreation Agreement was in place with the Town of Arnprior. Township now reimburses residents the difference between the resident and non-resident rate for programs held at the Nick Smith Centre that had previously been covered under this agreement. This change has resulted in significant savings for the Township. The Town of Arnprior has indoor ice pads and an indoor swimming pool.

Beaches & Parks

- **Braeside Beach** (720 Usborne St.): Roughly 200 m of shoreline along the Ottawa River. With clean swimming water, the beach has a base of small pebbles and coarse sand. The Algonquin trail runs behind the property and Red Pine Bay is adjacent. Portable washrooms are on site seasonally.
- **Burnstown Beach & Boat Launch** (1537 Calabogie Road): Very popular sandy beach on the Madawaska. Amenities include a boat launch, playground, canteen (operated by a third party), indoor washrooms, kayak and standup paddleboard rentals. The Burnstown Rowing Club holds a lease for use of the Rowing Club.
- **Red Pine Bay Park & Boat Launch** (642 Usborne Street): A public boat launch, picnic area, and portable washrooms. This property is located on the shores of the Ottawa River, adjacent to Braeside Beach.
- **Clay Bank Nature Park for Outdoor Learning & Boat Launch** (1511 White Lake Rd): An expansive 20+ hectare property and boat launch along the Madawaska River with walking trails, a community garden, picnic areas and an observation platform. Portable washrooms are on site seasonally.
- **McNab Centre Park / MCP** (486 Calabogie Road): Four fenced softball diamonds meeting Softball Canada standards; three lit diamonds, two covered dugouts. Amenities include a large gazebo, play structure, and a new building (2025) with washrooms, tournament room, and canteen (operated by a third party). The park is home to McNab/Braeside Minor Ball and a busy rental facility for adult leagues.
- **Dochart Soccer Park** (278 Duncan Drive): Three regulation-sized soccer fields plus one smaller; one field with lighting. Amenities include a play structure, seasonal canteen, gazebo, and indoor washrooms. Arnprior McNab/Braeside United Soccer Club (AMBUSC) holds an annual lease for exclusive use of the sports fields, canteen and storage room.
- **Sterling Toner Memorial Playground** (138 Sarah St E, Braeside): Children's playground located next to the JAG.
- **White Lake Park** (33 Diamond Lane, White Lake): A lit outdoor ice rink, softball field, basketball court, play structure, seasonal canteen, and indoor washrooms.
- **Wellington Park** (29 Wellington St.): A children's playground, abundant greenspace, large gazebo, horseshoe pits and portable washrooms on site seasonally.

Trails (motor vehicles prohibited)

- **Russett Trail** (2473 Russett Dr): Easy 2.9 KM packed dirt/gravel trail through meadows and forest, great for walking, cross-country skiing, and snowshoeing. The trail is located behind the Municipal Office Building.
- **McNab/Braeside Recreational Trail** (Goshen Rd. – Yantha Rd.): A 7.4 KM out-and-back packed dirt/gravel trail, ideal for walking and biking.

Community Centres

Facility Rental Packages for the MYCC, JAG and Museum can be found on the Township website and include a detailed listing of amenities, costs and hall size.

- **Murray Yantha Community Centre /MYCC** (2473 Russett Dr.): Located at the same address as the Municipal Office building, this centre, formerly the Perneel Building, was refurbished in 2019. A fenced court to accommodate basketball and pickleball was completed in 2025.
- **John A. Gillies Recreation Centre /JAG** (138 Sarah St. E.): Full facility amenities indoors, with a lit softball diamond and outdoor skating rink (pickleball/basketball seasonally). The building was newly constructed in 2017. The rink was added new in 2022 and lighting upgrades to the diamond and rink were added in 2024.

Museum

- **Waba Cottage Museum & Gardens + Boat Launch** (24 Museum Rd.): A seasonal museum, 5 outbuildings and beautiful gardens sitting on an 8-acre parcel of land along the shores of White Lake. A popular venue for wedding ceremonies. The Township manages the boat launch with an LUP in place with the Ministry of Fisheries and Oceans.

Other

- **The Scout House:** Located behind the Braeside Beach, the former CN Engine Building was leased to the Arnprior Scouts for storage and has not been used for Township programming. The building is not usable as a facility, but there is potential for it to be an open-air shelter for a trailhead with its ideal proximity to the CN/ Algonquin Trail and raised views overlooking the Ottawa River.

The Township is responsible for grass cutting and garbage removal at the following properties, however they will not be included in the Recreation Master Plan.

- Alexander Stewart Provincial Park

- White Lake Dam Site: Used as a day-beach for residents, the property belongs to the Ministry of Natural Resources, the Township holds a LUP with the Ministry.
- Flat Rapids Cemetery: The department has a small budget to oversee property maintenance and repairs.

Program & Events

RecDesk, a cloud-based software system, is used to manage online registration and facility rentals.

- **Programs:** The Township offers a variety of programming including fitness, arts & crafts, half-day children's camps, monthly youth events, kid's night, cooking classes, minor ball, paddle events, seasonal workshops, educational sessions at the Nature Park, swimming lessons at the beach, skating lessons at the outdoor rinks and more.
- **Events:** Run throughout the year, making use of many of the parks and facilities. Events include Winter Carnivals, Dances, Trivia, Easter Egg Hunt, Canada Day, HerbFest, Tour de Poutine, Block Party and the Fall Craft Show & Festivities and more.

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