

**Sherbrooke Lake Park Advisory Committee
Minutes of June 11, 2018 Meeting
Held at Forest Heights Community School, Chester Basin**

In Attendance: **Larry Hagell
John Budden
Councillor Wade Carver
Councillor Tina Connors
Hugh Harper
Trudy Payne, Acting Deputy CAO (MODL)
Tissy Bolivar, Acting Director of Recreation Services (MODL)
Chad Haughn, Director of Recreation & Parks (MODC)**

Regrets: **Heather Dymnt**

The meeting was called to order at 7:00pm.

The Agenda was approved as circulated.

1. Approval of Minutes

The Minutes of the February 26, 2018 meeting of the Sherbrooke Lake Park Advisory Committee were approved as circulated. Motion to approve by Larry Hagell, seconded by Hugh Harper. Motion carried.

2. Appoint Chair

At the meeting of February 26, 2018, the committee was informed they would need to elect a chair and vice chair of the committee at this meeting.

Nominations were called for the position of Chair. Those nominated were: Larry Hagell.

On the first vote, Larry Hagell was declared Chair.

Nominations were called for the position of Vice Chair. Those nominated were: John Budden.

On the first vote, John Budden was declared Vice Chair.

3. RFP Update

An RFP was issued to develop a concept plan design for the Sherbrooke Lake Park on the two properties acquired by the Municipality of the District of Lunenburg which consists of approximately 30 acres of land, with 500 feet of lake frontage. The design is to be based on the following three Key Design Principles:

1. Public Access should have an environmental focus;

2. Public access should be safe, clean and secure; and

3. Public Access should be accessible for the general public

The design is to be developed in such a way that elements of the park can be phased in over time as the Municipality will be implementing an Adaptive Management Approach.

Tissy Bolivar and Trudy Payne updated the committee of the status of the RFP. The following updates were made:

- The RFP closed on May 30, 2018
- There was a mandatory site visit on May 14, 2018
- 4 companies attended the mandatory site visit
- 2 companies submitted proposals by the RFP closing date, EDM Planning Services and Upland Planning and Design Studio.
- 1 company wished to submit a proposal however did not attend the mandatory site visit, making them ineligible.
- The work is expected to be completed by November 8, 2018

4. In Camera

At 7:35pm, it was moved by Larry Hagell, seconded by Tina Connors that the committee go In Camera to discuss the RFP Proposals. Motion carried.

At 8:05pm, it was moved by Hugh Harper and seconded by John Budden that the committee rise and report. Motion carried.

The committee has agreed to ask the consultants who submitted RFP's to present their proposals to the committee for further questions on June 20, 2018.

5. Next meeting

The committee will meet as a working group throughout the duration of the design concept phase to support the chosen consultant. A formal committee meeting will be scheduled for November.

6. Adjournment

The meeting adjourned at 8:15pm.