



SEALED PROPOSALS FOR THE COMMUNITY RECREATION MASTER PLAN WILL BE RECEIVED BY:

**The Corporation of the Municipality of Powassan
250 Clark Street, P.O. Box 250
Powassan, ON P0H 1Z0**

REQUEST FOR PROPOSALS NUMBER: 2026-05

COMMUNITY RECREATION MASTER PLAN

PROPOSAL CLOSING DATE AND TIME: 2:00 P.M. LOCAL TIME
August 05, 2026

PROPOSAL OPENING TIME: 2:05 P.M. LOCAL TIME
August 05, 2026

REQUEST FOR PROPOSALS: Preparation of a Community Recreation Master Plan to guide recreation facilities, parks, trails, programs and services over the next ten (10) years.

POSTED: July 15, 2026

SUBMISSION REQUIREMENT: This proposal package must be submitted in a sealed envelope clearly marked:

RFP 2026-05 – Community Recreation Master Plan

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

Municipality of Powassan
Request for Proposals
Community Recreation Master Plan
RFP No. 2026-05

The Municipality of Powassan invites proposals from qualified consulting firms to prepare a Community Recreation Master Plan that will guide the future development of recreation facilities, parks, trails, programs and services over the next ten (10) years.

The Municipality is seeking proposals from consulting firms with demonstrated experience in municipal recreation planning, public engagement and strategic planning, particularly within small and rural communities.

Proposals shall be submitted in a sealed envelope clearly marked:

Community Recreation Master Plan – RFP No. 2026-05

and addressed to:

**Manager of Operations
Municipality of Powassan
250 Clark Street
P.O. Box 250
Powassan, Ontario P0H 1Z0**

Proposals will be received until:

Friday, August 05, 2026 at 2:00 p.m. (Local Time)

Late submissions will not be accepted.

Questions regarding this Request for Proposals shall be submitted in writing to:

Trevor Keefe
Manager of Operations
Municipality of Powassan
Email: tkeefe@powassan.net

The Municipality reserves the right to reject any or all proposals, waive minor irregularities, request clarification from proponents, negotiate with the preferred proponent, or cancel and reissue this Request for Proposals at its sole discretion. The lowest-priced proposal will not necessarily be accepted.

The contract award is subject to Council approval.

1. About the Municipality

1.1 Municipal Overview

The Municipality of Powassan is a vibrant rural community located approximately 30 kilometres south of the City of North Bay in the District of Parry Sound. Incorporated through municipal restructuring in 2001, the Municipality encompasses the communities of Powassan, Trout Creek and South Himsworth, together providing a unique blend of small-town living, rural landscapes and strong community pride.

Home to approximately 3,300 residents, the Municipality offers a high quality of life supported by an extensive range of municipal facilities, community organizations and volunteer led programs. The Municipality serves residents of all ages, from young families and school aged children to working professionals, retirees and seniors, while also supporting the recreational needs of surrounding rural residents.

The urban settlement area of Powassan is serviced by municipal water and wastewater infrastructure, while the communities of Trout Creek and South Himsworth, together with the surrounding rural areas, are serviced primarily by private wells and septic systems. This diversity of settlement patterns contributes to the Municipality's unique recreation needs and influences how recreation services and facilities are planned and delivered.

The Municipality has developed a reputation as an active and engaged community where recreation, volunteerism and community events play an important role in enhancing quality of life. Municipal facilities are complemented by dedicated volunteers, community organizations and user groups that contribute significantly to recreation programming, fundraising and community development.

The Municipality recognizes that recreation extends well beyond organized sport. Parks, trails, community gathering places, cultural events, waterfront access, active transportation, cemeteries and public open spaces all contribute to creating healthy, connected and resilient communities. Through this Master Plan, Council seeks to establish a long term vision that supports sustainable investment, responsive service delivery and recreation opportunities that reflect the evolving needs of the community.

2. Project Background

The Municipality recognizes recreation as an essential municipal service that contributes to the health, well being and quality of life of residents while supporting economic development, tourism, volunteerism and community pride.

The Municipality has invested in a diverse network of recreation and community facilities that support residents and visitors throughout the community. These facilities provide opportunities for organized sport, community events, social gatherings, active transportation, outdoor recreation and cultural programming.

As municipal facilities continue to age and community expectations evolve, Council recognizes the importance of establishing a long term strategy that will guide future investment and recreation service delivery. The Municipality has recently completed several significant planning initiatives, including a 2021 Asset Management Plan and comprehensive 2024 Building Condition Assessments for major municipal facilities, and an Official Plan update. These studies provide valuable technical information regarding the condition of municipal infrastructure, however, they do not establish how recreation facilities, parks, programs and services should evolve to meet future community needs.

The Community Recreation Master Plan will build upon these existing studies by evaluating recreation facilities, programs, parks, trails, community spaces and municipal service delivery from a recreation planning perspective. The Master Plan will assist Council in making informed decisions regarding future capital investment, facility sustainability, recreation programming, partnerships and long term service delivery.

The Municipality is seeking a practical and achievable plan that reflects the needs and priorities of the community while recognizing the financial realities of a small rural municipality. Recommendations should be evidence based, fiscally responsible and supported through meaningful public engagement and stakeholder consultation.

The completed Community Recreation Master Plan is intended to become the Municipality's guiding recreation planning document for the next ten years and will support future capital budgeting, grant applications, partnership opportunities and strategic decision making.

This project has been made possible through funding provided by the Ontario Trillium Foundation Seed Grant Program. The consultant will be expected to complete all work in accordance with the funding requirements, with the final Community Recreation Master Plan to be delivered no later than February 01, 2026.

3. Project Objectives

The Municipality of Powassan is seeking proposals from qualified consulting firms to prepare a practical, community-focused Recreation Master Plan that will guide recreation services, facilities, parks, trails and related investments over the next ten (10) years.

The Master Plan should provide Council and Administration with a realistic framework for future decision-making, recognizing the Municipality's financial and operational capacity while reflecting community priorities. Recommendations should be evidence-based, developed through stakeholder and public engagement, and supported by industry best practices.

The project objectives are to:

- Review existing recreation facilities, parks, trails, programs and services.
- Assess current and future recreation needs through community and stakeholder engagement.
- Identify strengths, gaps and opportunities within the existing recreation system.
- Develop practical recommendations for future recreation facilities, programs and partnerships.
- Establish implementation priorities, potential funding opportunities and a phased action plan to guide future investment.

4. Scope of Services

The successful consultant shall provide all professional services required to prepare the Community Recreation Master Plan.

At a minimum, the assignment shall include:

Project Initiation

- Conduct a project kick-off meeting.
- Confirm project scope, schedule and communication protocols.
- Prepare a project work plan.

Background Review

Review existing municipal studies and background information, including the Asset Management Plan, Building Condition Assessments, Official Plan, Recreation Action Plan, budgets and other relevant documents.

Recreation System Assessment

Review municipal recreation facilities, parks, trails, community spaces and recreation services to identify current conditions, utilization, strengths, deficiencies and future opportunities.

Community Engagement

Develop and implement a community engagement program that includes consultation with Council, staff, recreation organizations, user groups and residents through interviews, workshops, surveys and/or public meetings.

Recreation Needs Assessment

Assess current and future recreation needs based on demographic trends, public input, recreation participation and municipal priorities.

Recommendations and Implementation Strategy

Prepare practical recommendations for recreation facilities, parks, programming and service delivery, including implementation priorities, partnership opportunities, funding opportunities and phased capital recommendations.

5. Deliverables

The successful consultant shall provide the following:

- Project Work Plan
- Community Engagement Summary
- Draft Community Recreation Master Plan
- Presentation of the Draft Plan to Council
- Final Community Recreation Master Plan

The final Master Plan shall include:

- Existing conditions and background review
- Recreation system assessment
- Community engagement findings
- Recreation needs assessment
- Strategic recommendations
- Capital and operational priorities
- Implementation strategy with short, medium and long-term actions
- Funding and partnership opportunities

The Municipality shall receive one editable Microsoft Word version, one searchable PDF version, and all supporting digital files prepared as part of the project. All deliverables shall become the property of the Municipality of Powassan

6. Proposal Requirements

Proposals should be clear, concise and demonstrate the Proponent's understanding of the project, qualifications and ability to successfully complete the assignment.

At a minimum, proposals shall include the following:

6.1 Cover Letter

A cover letter signed by an authorized representative confirming:

- Company name and contact information;
- Acknowledgement of any addenda;
- Proposal validity for ninety (90) days; and
- Ability to complete the project within the required schedule.

6.2 Company Experience

Provide a brief overview of the firm, including relevant experience completing recreation master plans or similar municipal planning projects, particularly for small or rural municipalities.

6.3 Project Approach

Describe the proposed methodology, including:

- Project management;
- Background review;
- Recreation system assessment;
- Community and stakeholder engagement;
- Needs assessment;
- Development of recommendations; and
- Preparation of the final Master Plan.

6.4 Project Team

Identify the Project Manager and key team members, including their qualifications, relevant experience and roles within the project.

6.5 Project Schedule

Provide a proposed schedule demonstrating the ability to complete the project by the Municipality's required completion date.

6.6 Fee Proposal

Provide a lump sum fee together with a breakdown by project task, including disbursements, taxes, assumptions and any optional services.

6.7 References

Provide three (3) references for similar municipal projects completed within the past seven (7) years.

6.8 Value-Added Services (Optional)

Proponents may identify any optional services or innovative approaches that would enhance the project. Any optional services shall be clearly described and separately priced.

7. Evaluation Criteria

Proposals will be evaluated by a committee appointed by the Municipality based on overall value, experience, project approach and demonstrated ability to successfully complete the assignment.

The Municipality reserves the right to request clarification, verify information, contact references, conduct interviews and negotiate with the preferred Proponent. The Municipality is not obligated to accept the lowest-priced proposal or any proposal received.

Evaluation Criteria

Criteria	Weight
Project Understanding	15%
Project Approach and Methodology	20%
Relevant Experience and Qualifications	20%
Project Team	15%
Project Schedule	5%
Fee Proposal	15%

Criteria	Weight
References	5%
Value-Added Services	5%
Total	100%

Interviews may be conducted with one or more shortlisted proponents at the Municipality's discretion.

Selection and Award

Following the evaluation, the Municipality intends to recommend the highest-ranked proponent for contract award. The Municipality reserves the right to:

- Negotiate the scope of work, schedule and fees with the preferred proponent;
- Request additional information or clarification;
- Reject any or all proposals;
- Cancel or re-issue this Request for Proposals; or
- Award the contract in the best interests of the Municipality.

If negotiations with the preferred proponent are unsuccessful, the Municipality may enter into negotiations with another proponent.

8. Project Schedule

The Municipality anticipates completing the project in accordance with the schedule below. The Municipality reserves the right to modify the schedule as required.

Milestone	Target Date
RFP Issued	July 15, 2026
Deadline for Questions	July 22, 2026
Proposal Closing	August 05, 2026
Proposal Evaluation	August 05, 2026
Contract Award	August 2026

Milestone	Target Date
Project Initiation	August 2026
Community Engagement	September – October 2026
Draft Recreation Master Plan	December 2026
Final Recreation Master Plan	No later than February 1, 2027

The successful consultant shall include all meetings required to complete the assignment, including a project kickoff meeting, regular meetings with municipal staff, public engagement activities, and presentations of the Draft and Final Community Recreation Master Plan to Council.

The consultant shall designate a Project Manager as the primary point of contact for the duration of the project.

9. General Terms and Conditions

This Request for Proposals is issued in accordance with the Municipality of Powassan Purchasing Policy and applicable legislation.

The Municipality reserves the right to:

- Reject any or all proposals;
- Waive minor irregularities;
- Request clarification or additional information;
- Verify information provided by proponents;
- Negotiate with the preferred proponent;
- Cancel or re-issue this Request for Proposals; or
- Award the contract in the best interests of the Municipality.

All costs associated with preparing and submitting a proposal are the responsibility of the proponent.

Proposal submissions become the property of the Municipality and may be subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The successful proponent shall:

- Maintain appropriate Commercial General Liability, Professional Liability and WSIB coverage;
- Comply with all applicable federal, provincial and municipal legislation, including the Accessibility for Ontarians with Disabilities Act (AODA);
- Enter into a formal agreement with the Municipality prior to commencing the work; and
- Transfer ownership of all reports, plans, digital files and project deliverables to the Municipality upon completion of the assignment.

The Municipality is not obligated to award this contract and reserves the right to cancel the procurement process at any time. Any resulting agreement shall be governed by the laws of the Province of Ontario.

APPENDIX A – Municipal Recreation System Inventory

The following inventory is provided to assist Proponents in understanding the existing recreation system within the Municipality of Powassan. The inventory is intended for reference purposes only and may not represent a complete inventory of all municipal recreation assets.

The consultant shall verify all information during the course of the assignment.

Asset	Address	Ownership	Primary Function
250 Clark Community Hub	250 Clark Street	Municipality of Powassan	Community hub, recreation programming, meeting space and community events
Powassan Sportsplex	433 Main Street	Municipality of Powassan	Arena, leased curling club, ball field and recreation programming
Outdoor Swimming Pool & Playground	355 Edward Street	Municipality of Powassan	Outdoor swimming pool, playground and seasonal recreation
Memorial Park	466 Main Street	Municipality of Powassan	Cenotaph, ceremonies and passive recreation
Hydro Pond Recreation Area	West End of Purdon Line	Public Recreation Area – Not Municipally Owned	Beach and public boat launch
The Pines Trail System	Various Locations	Municipality of Powassan	Approximately 3 km of walking trails
Outdoor Rink	Municipal Property	Municipality of Powassan	Seasonal outdoor skating
Powassan Union Cemetery	343 Highway 534	Municipality of Powassan	Municipal cemetery
St. Joseph's Cemetery	936 Maple Hill Road	Municipality of Powassan	Municipal cemetery

Asset	Address	Ownership	Primary Function
Trout Creek Union Cemetery	254 Main Street West	Municipality of Powassan	Municipal cemetery
Holiness Cemetery	310 Hunt Line	Municipality of Powassan	Municipal cemetery
South Himsworth Community Centre	7 Glendale Heights Drive	Municipality of Powassan	Community centre and ball field
Trout Creek Community Centre	181 Main Street West	Municipality of Powassan	Arena, community centre, ball diamond, pickle ball, and horse ring
Trout Creek Seniors Centre	138 McEachern Street	Municipality of Powassan	Seniors programming and community meeting space
Royal Canadian Legion (Branch 453)	62 King Street	Municipality of Powassan	Community hall and meeting facility -run by legion

The Municipality also supports recreation through partnerships with numerous organizations and user groups including, but not limited to:

- Recreation Committee
- Powassan Voodoos Junior "A" Hockey Club
- Minor Hockey
- Youth Soccer - Municipally run
- Youth T-Ball - Municipally run
- GAP Summer Programming – Municipally run
- 250 Clark – Municipally run
- Lions Club
- Seniors Groups
- Community Event Organizers
- Volunteer Organizations

Note: This inventory is intended to provide general background information only. Proponents are expected to verify facility information, ownership, utilization and operational details as part of the Community Recreation Master Plan.

APPENDIX B – Available Background Information

The Municipality will provide the consultant with available background information to support the preparation of the Community Recreation Master Plan.

Available information may include, but is not limited to:

- Asset Management Plan (2021)
- Building Condition Assessments (2024)
- Official Plan
- Water and Wastewater Master Plan
- Recreation Action Plan (2005)
- Municipal budgets and capital forecasts related to recreation
- Recreation facility operating information
- GIS mapping and aerial photography, where available
- Organizational information related to recreation service delivery
- Ontario Trillium Foundation funding documentation
- Other relevant municipal studies, reports and policies

The Municipality reserves the right to provide additional information during the course of the project where deemed appropriate.

APPENDIX C – Proposal Submission Form

The undersigned hereby submits this Proposal to undertake the Community Recreation Master Plan for the Municipality of Powassan.

Proponent Information

Company Name: _____

Address: _____

Primary Contact: _____

Telephone: _____

Email: _____

Website: _____

HST Registration Number: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

The undersigned certifies that:

- the Proposal has been prepared in accordance with the requirements of this Request for Proposals;
- the information contained within the Proposal is true and complete;
- the Proposal shall remain valid for ninety (90) days following the Proposal Closing Date; and
- the Proponent is authorized to enter into an agreement with the Municipality of Powassan.

APPENDIX D – Fee Submission Form

Proponents shall provide a lump sum fee for the completion of the Community Recreation Master Plan together with a breakdown of costs by the following project components.

Project Component	Fee (Excluding HST)
Project Initiation and Background Review	
Recreation System Assessment	
Community and Stakeholder Engagement	
Draft Community Recreation Master Plan	
Final Community Recreation Master Plan and Council Presentation	
Disbursements	
Subtotal	
HST	
Total Proposal Price	

Assumptions, exclusions and any optional or value-added services shall be identified separately and shall not be included in the Total Proposal Price unless specifically requested by the Municipality.

APPENDIX E – Ontario Trillium Foundation Funding

This project is being funded, in part, through the Ontario Trillium Foundation.

The consultant shall cooperate with the Municipality of Powassan in fulfilling any applicable funding requirements associated with the project, including reporting requirements, project acknowledgements and the provision of supporting documentation where requested.

APPENDIX F – Municipal Mapping

Where available, the Municipality may provide mapping and spatial information to the consultant including:

- Municipal boundary mapping;
- Recreation facility locations;
- Parks and open spaces;
- Trails and active transportation routes;
- Municipal road network;
- Aerial photography;
- GIS information, where available.

APPENDIX G – Anticipated Stakeholder Groups

The following list identifies stakeholder groups that the Municipality anticipates may be consulted during the preparation of the Community Recreation Master Plan.

This list is intended to provide general guidance only and is not intended to limit or prescribe the Consultant's engagement strategy. Proponents are encouraged to recommend additional stakeholders or engagement opportunities where appropriate.

The consultant shall work collaboratively with the Municipality to finalize the stakeholder engagement program.

Stakeholder groups may include, but are not limited to:

Municipal Leadership

- Council
- Chief Administrative Officer
- Manager of Operations
- Clerk
- Recreation and Community Programming Staff
- Arena, Pool and Facility Staff
- Recreation Committee

Community Organizations

- Lions Club
- Royal Canadian Legion Branch 453
- Seniors Groups
- Community Volunteers
- Booster Club

Recreation User Groups

- Powassan Voodoos Junior "A" Hockey Club
- Minor Hockey
- Facility User Groups
- Trail Users
- Walking and Cycling Groups

Community Partners

- Local Schools
- School Boards
- Ontario Provincial Police (OPP)
- Eastholme Home for the Aged
- Local Businesses
- Service Clubs
- Health and Wellness Organizations

Residents

The Consultant shall provide opportunities for engagement with residents of all ages and abilities, including:

- Youth
- Families
- Adults
- Seniors
- Recreation Participants
- Non-users of Municipal recreation services

The Municipality encourages the use of a variety of engagement methods to maximize participation and ensure broad community representation.