

COLUMBIA SHUSWAP REGIONAL DISTRICT

ELECTORAL AREA A/TOWN OF GODEN AQUATIC CENTRE FEASIBILITY STUDY ADVISORY COMMITTEE MEETING

Minutes of the meeting held Thursday, May 22, 2019
at the Golden Civic Centre, 806 – 10th Avenue South, Golden, BC

Note: The following minutes are subject to correction and are draft until adopted by the Feasibility Study Advisory Committee at the next meeting.

PRESENT

Advisory Committee Members

Darcy Mooney (Chair)	Manager, Operations Management, CSRD
Stephanie Chomiak	Kat Coatesworth
Irene Gray	Brian Gustafson
Spencer Lainchbury	Justin Telfer
Scott Weir	
Karen Cathcart	Director, Electoral Area A
Ron Oszust	Mayor, Town of Golden
Jordan Petrovics	Manager of Recreation Services, Town of Golden

Staff

Phaedra Turner	Team Leader, Administrative Services, CSRD
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Guest

Kaleb Moss	Councilor, Town of Golden
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The meeting commenced at 6:30 PM

CALL TO ORDER The Chair called the meeting to order at 6:30 PM.

ADOPTION OF AGENDA K. Coatesworth/S. Weir THAT:

- The agenda be approved as presented

CARRIED

WELCOME AND INTRODUCTIONS The Chair welcomed everyone to the meeting and asked for a round table of introductions of the Advisory Committee Members, CSRD staff member and guest.

HOUSEKEEPING ITEMS The Chair reviewed the CSRD Code of Ethics Policy and requested all Advisory Committee Members please sign and submit the Appendix A Member Statement agreement by the end of the meeting.

ADVISORY COMMITTEE TERMS OF REFERENCE The Chair reviewed the Terms of Reference with the Advisory Committee. Clarification on roles and responsibilities, minutes of meetings and approval process. The Terms of Reference can be amended from time to time if necessary.

K. Coatesworth/S. Weir THAT:

- The Advisory Committee Terms of Reference be approved as presented.

CARRIED

**DRAFT
COMMUNICATION PLAN**

The Chair reviewed the draft Communication Plan. Specific definitions were reviewed to ensure all Advisory Committee Members have an understanding of who the Internal Stakeholders and the Project Team consist of. The two Project Team members from the Town of Golden were identified as the Chief Administrative Officer and the Manager of Recreation Services.

**PROJECT TIMELINE,
MILESTONES AND
BUDGET**

The Chair reviewed in detail the following items with the Advisory Committee Members:

- Project Timeline
It is expected that the project will be completed by the Fall of 2020.
- Project Phases
The project will be split into approximately six phases with Advisory Committee meetings, Project Team meetings and summary reports (technical memos) for each significant phase completion.
 - **Pre-Phase – Approve Terms of Reference and Consultant Scope of Work.**
The Advisory Committee will be involved in the selection of a consultant.
 - **Phase 1 – Review of the Existing System.**
Question regarding potential for the project to take advantage of any grant opportunities. Clarification that part of the consultant's role will be to identify potential grant opportunities and fundraising options. Phase 1 Technical Memo Report will be developed.
 - **Phase 2 – Needs/Benefit Analysis.**
Discussion regarding the importance of engaging with the public in this phase and ideas surrounding the best time to engage. Messaging needs to be clear and concise. Clarification that all communication will be directed through the CSRD and then shared to the Advisory Committee and Town of Golden for additionally sharing and engagement with the general public. Phase 2 Technical Memo Report will be developed.
 - **Phase 3 – Identify Long List of Options**
Discussion around the long list of options process and filtering criteria.
 - **Phase 4 – Triple Bottom Line and Short List of Options**
Discussion regarding developed criteria from four key principles of social, environmental, cultural and financial aspects that will be used objectively to evaluate the long list of options and narrow down to a short list of options for consideration. Phase 3 and 4 Technical Memo Report will be developed.
 - **Phase 5 – Community Engagement**
Discussion regarding engagement of the general public and how this process will be handled. Potential opportunities include surveys, open house events, etc. The selected consultant will also provide engagement ideas to ensure entire general public is aware and understands the options available. Phase 5 Technical Memo will be developed.
 - **Phase 6 – Finalization and potential Public Assent Process.**
Discussion surrounding the final phase of the project and next steps. The consultant will be required to develop the Phase 5 Technical Memo and present to the Committee. The Consultant will also be required to develop an Executive Summary which summarizes the phases of the project in a format which will be useful for public consumption and information. Once

project is finalized, the Advisory Committee will make a recommendation to the CSRD for consideration.

- Project Budget

The approved budget for the project is \$85,000. The amount earmarked for the consultant is \$70,000.

RFP AND CONSULTANT

The Chair explained the Request for Proposals (RFP) process to the Advisory Committee and discussed the scope of work, which is summarized within the prescribed project milestones and budget.

NEXT STEPS

The Chair reviewed the next steps, which include finalization and release of the RFP (to close in early to mid-July). The CSRD will evaluate for compliance and short list the submissions. Short listed proponents will be required to present their proposal to the Advisory Committee towards the end of July, 2019.

NEXT MEETING

The next meeting will be tentatively set for the last week of July, 2019. The exact date will be determined once the RFP is released.

The meeting was adjourned at 9:30 PM