

**Columbia Shuswap Regional District
Golden/Area A Aquatic Centre Advisory Committee
Meeting #1**

May 22, 2019
Golden Civic Centre
6:30 pm – 8:30 pm



AGENDA

- Welcoming & Introductions
- Review CSRD Code of Ethics Policy
- Review and Adoption of Terms of Reference
- Discussion on Communication Plan
- Project Timeline, Budget
- Project Phasing and Consultant Scope of Work
- Next Steps

Review CSRD Code of Ethics Policy

As a Member of the Columbia Shuswap Regional District or an Appointee of a Regional District Committee, I agree to uphold the Code of Ethics adopted by the Regional District and conduct myself by the following model of excellence. I will:

- recognize the diversity of backgrounds, interests and views in our community;
- help create an atmosphere of open and responsive government;
- conduct public affairs with integrity, in a fair, honest and open manner;
- respect one another and the unique role and contribution each of us has in making the Regional District a better place to work and live;
- strive to keep the decision making processes open, accessible, participatory, understandable, timely, just and fair;
- avoid and discourage conduct which is not in the best interests of the Regional District;
- avoid any real or perceived conflict of interest and declare at the earliest opportunity, in writing, any interest that is or may be in conflict with the business of the body of the Regional District in which I am participating;
- respect and uphold confidentiality requirements; and
- treat all people with whom I come in contact in the way I wish to be treated.

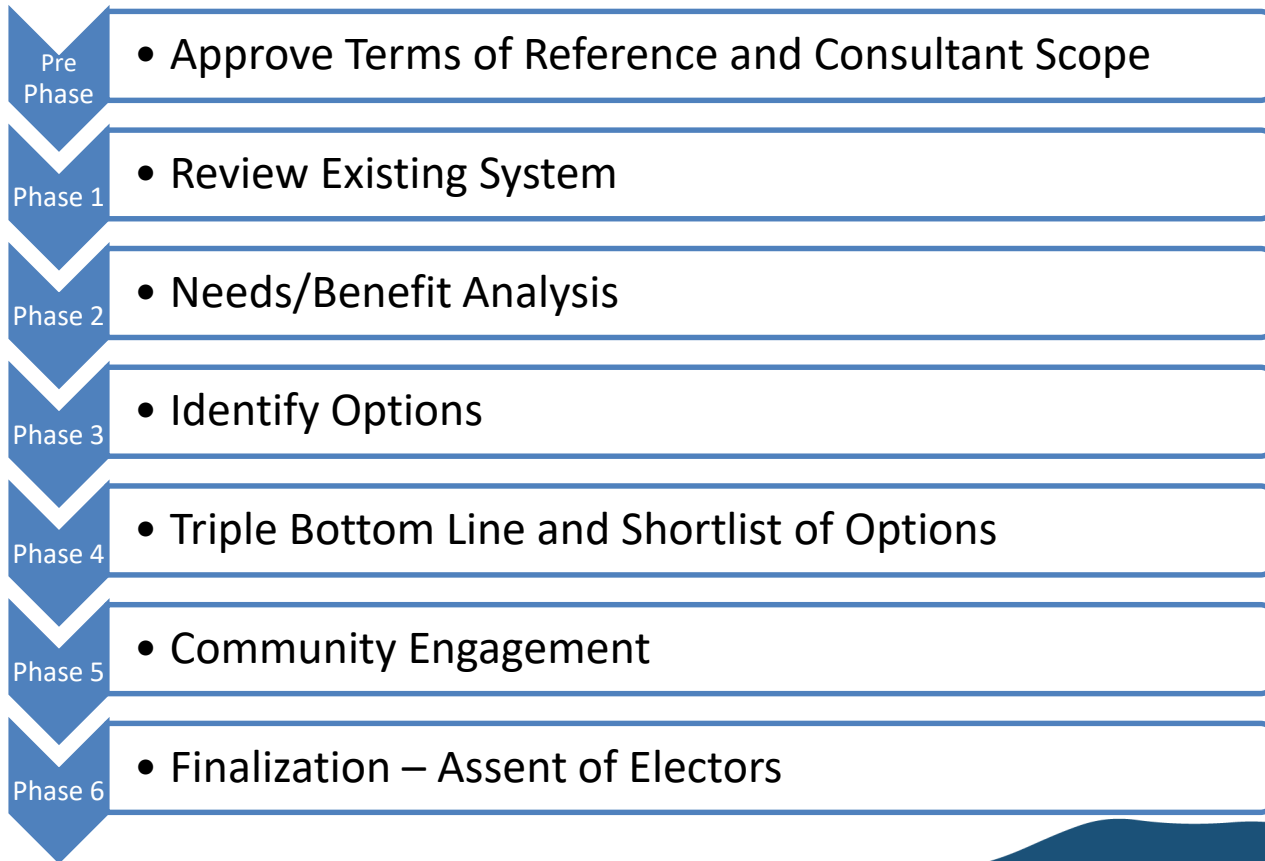
Terms of Reference

- Review, modify (if necessary), and adopt Terms of Reference document

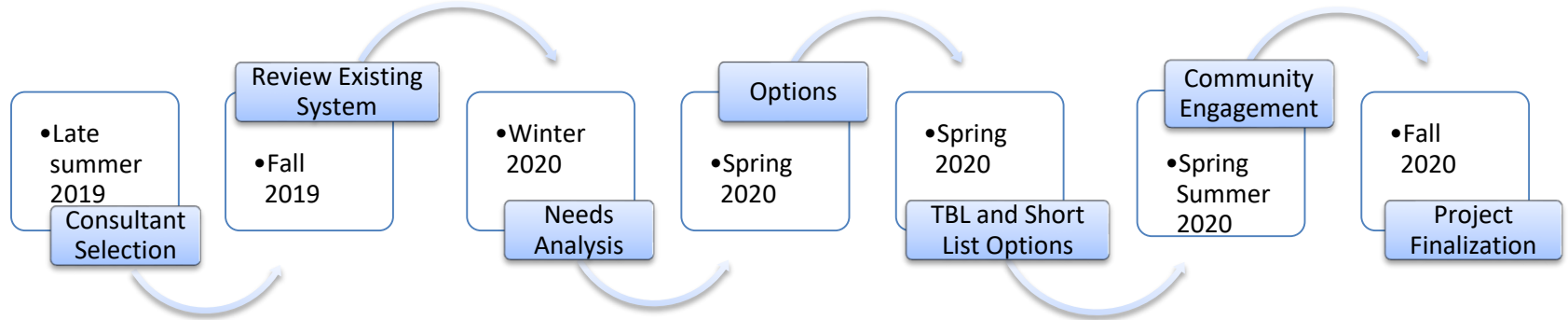
Communications Plan

Review, discuss and modify (if necessary) Communication Plan

Project Phasing



Project Timeline and Budget



Total budget \$ 85,000

Consultant budget \$70,000

Pre – Phase: Start Up

- Finalize Terms of Reference
- Scope of Work Development and Review Project Milestones for RFP.
- Select Consultant.
- Post screen interviews (**AC meeting #2**).

Phase 1: Review Existing System

- Review all relevant background information.
- Inventory community geography, demographics and relevant statistics.
- Inventory all aquatic facilities in area, their amenities, and usage.
- Benchmark aquatic assets from similar sized communities.
- Identify knowns:
 - Location, ownership, service area.
- Identify any available grant opportunities, sponsorship, or fundraising opportunities for the development of an aquatic centre.
- Develop Phase 1 Report for AC comment.

Phase 2: Needs/Benefit Analysis

- Outline the social, community, cultural, economic development benefits, opportunities, and threats of the development of an aquatic centre.
- Identify legislative requirements and limitations, best practices, associated timelines, including options available to extend asset life, optimizing maintenance and renewal, and developing accurate long-term funding strategies.
- Work with the Advisory Committee and user groups on the variety of pool amenities of interest and local needs.
- Develop an inventory of aquatic needs in the community.
 - broader consultation? Survey? Social Media?
- Develop Phase 2 Report and present to AC – **(AC meeting # 3)**

Phase 3: Develop a Long List of Options

- Develop a long list of aquatic asset options for consideration.
 - Options should consider needs, location, and financial strategies.
 - Asset management principles such as long term life cycle costs will be identified and modelled into all options.

Phase 4: Triple Bottom Line and Short List of Options

- Develop principles and criteria regarding social, environmental, cultural and financial aspects that will be used to objectively evaluate the long list of options in order to prioritize a short list of options for consideration.
- Filter options through the developed weighted criteria to determine a short list of viable options to be considered by the public.
- Phase 3 Report to include a detailed breakdown of the short listed priorities, costing and life cycle budget projections.
- **AC Meeting # 4**

Phase 5: Community Engagement

- Develop a broad community engagement outreach process.
 - Survey
 - Open houses (how many and where?)
 - Other opportunities?
- Compile results based on sub areas (i.e. Town of Golden, Nicholson, Kicking Horse Mountain Resort, Donald, Parson, Blaeberry, Field).
- Incorporate and modify final preferred option based on feedback received.
 - Finalize detailed costing and conceptual design of final option.

Phase 5: Project Finalization

- Present Phase 5 Report to AC (**AC Meeting #5**).
- Final report to be an executive summary of all work completed, with Phase Reports and raw data as appendixes.
- Executive Summary
 - Formats for consideration:
 - Glossy handout (splashy)
 - Promotional video
 - Other?
- ❖ Once project is finalized the AC will discuss the advancement of a public assent process. The final report along with the AC recommendation will be advanced to the CSRD Board. Assent could occur in late 2020 / early 2021 for project advancement in 2022 (contingent on grant availability/approval).

Next Steps

- Finalize and release RFP (close early/mid July, 2019).
- CSRD to evaluate submissions for compliance and short list submissions.
- Short-listed proponents will be required to present their proposal to the AC towards the end of July, 2019.
- Request CSRD Board approval of selected Proponent (if necessary) (August 15, 2019).