



District of Sparwood
**MULTI-PURPOSE FACILITY EXPLORATION
EXPRESSION OF INTEREST**

Submitted for: _____

Will be received by: District of Sparwood
Attention: Jenna Jensen
jjensen@sparwood.ca

Inquiries directed to: Jenna Jensen
250.425.6813
jjensen@sparwood.ca

Closing time & date: December 17, 2024, noon Mountain Time

A. INTRODUCTION

The District of Sparwood (“the District”) is requesting Expressions of Interests (EOI) from qualified firms to assist the Recreation Facility Advisory Committee (RFAC) of the District of Sparwood Council to undertake an exploratory process for the future facility development to meet the needs of the community. If the District receives an EOI acceptable for the project, the successful Proponent will meet with the RFAC and staff to develop detailed terms of reference and consulting contract for approval of Council.

B. BACKGROUND

The District Council has identified a multi-purpose facility exploration process as one of its strategic priorities. It created the Recreation Facility Advisory Committee (RFAC) to undertake the process with update reports and recommendation to council. The RFAC and District have identified the need for both engagement and recreation facility expertise to assist with the process during 2025.

C. CURRENT STATUS

The current information available to inform the process include:

- **RFAC Terms of Reference** (August 2024) – Attachment 1
- **Working Draft Road Map** (September 2024) Attachment 2
- **Recreation Master Plan** - <https://sparwood.civicweb.net/filepro/documents/111011/>
- **Current Recreation Facility Condition Assessment Report** - <https://sparwood.civicweb.net/filepro/documents/144603/?preview=154894>
- **Other District Reports, Strategies and Plans** - <https://sparwood.ca/municipal-hall/reports-strategies-plans/>

D. CONTEXT

The scope of work is expected to include:

- **‘Multi-purpose’** includes active & passive leisure, culture & arts and social opportunities for all ages
- **‘Options’** include Facility Retrofit/Expansion; New Facility Complete or Phased in beyond sustaining the status quo

E. SCOPE of WORK

The exploratory process is to include 2 components beyond the process design – ‘Community Engagement’ and ‘Multi-purpose Options Analysis’.

Process Design

The selected Proponent will meet the RFAC to prepare an action plan with defined activities, timelines and deliverables along with a budget for consulting fees and process expenditures for the committee to present a *Process Workplan & Consultant Contract* to Council for approval.

1. Community Engagement

- a. Develop a communications and public engagement strategy outlining objectives, stakeholder analysis, key messaging, and engagement tools.
- b. Conduct community meetings and interviews with stakeholders and user groups to assess future facility needs.
- c. Conduct workshop(s) with District staff and the RFAC to assist the RFAC to present interim findings – multi-purpose facility needs and identify requirements for options analysis
- d. Prepare a *Community Engagement Report* with recommendations for key elements for future facility needs for further Council direction.

2. Options Analysis

- a. Identify program concepts for identified facility needs (1.c) for a ‘Current Facility Retrofit’ and ‘New Facility’
- b. Help the RFAC to assess program concepts to present a *Facility Options Analysis Report* to Council for direction
- c. Compare capital and operating estimates for program concept options (2.a) with current facility status quo requirements
- d. Assist the RFAC to present a *Facility Recommendation Report* - preferred option ‘recommendation to Council direction for the potential next step(s)– feasibility (not included in this assignment): *drawings, detailed capital costs, operating revenues & expenditures, potential funding sources & partners*

F. DELIVERABLES

Part A

1. *Process Workplan & Consultant Contract* – activities, timelines, consultant fees, process expenses, roles & responsibilities with RFAC for Council approval
2. *Community Engagement Report* – internal and external consultation findings to propose key future facility needs with RFAC for Council direction

Part B

3. *Facility Options Analysis Report* – assess capital and operating implications for emerging concepts for current facility retrofits or new facility along with costs associated with sustaining current facility with RFAC for Council direction
4. *Facility Recommendation Report* – propose preferred multi-purpose facility option through the RFAC for Council direction

G. SUBMISSION

Submissions must include the following:

1. Submissions shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.
2. Submissions shall include a description of the individuals who will be performing the work including their previous experience and qualifications.

3. Submissions shall include a list of previous work of a similar nature to the work required for this project.
4. Proponents are encouraged to offer considerations for the design and implementation of the 'Community Engagement' and 'Multi-purpose Options Analysis' aspects of this process .
5. A schedule of rates for persons involved in the project
6. Evidence of insurance coverage at the time of submission as follows:
 - 6.1 - Standard automobile, bodily injury and property damage insurance providing coverage of at least five million (\$5,000,00.00) dollars inclusive and in respect of any one claim for the injury to or death of one or more persons or damage to or destruction of property
 - 6.2 - A comprehensive general liability insurance policy providing coverage of at least five million (\$5,000,00.00) dollars inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property.
 - 6.3- Workers' Compensation coverage for all employees, if any, engaged by the Proponent in accordance with the laws of the Province of British Columbia

H. EVALUATION

1. After the EOI closing time, the District will review and evaluate all Submissions received based upon the information supplied by the Proponents.
2. By submitting a Proposal, the Proponent acknowledges and agrees that the District has, the sole and unfettered discretion to invite Proponents that it wishes to pursue further discussions with.

Committee Name:	Recreation Facility Advisory Committee (RFAC)
Form of Committee:	Select Committee
ToR Approval Date:	May 27, 2024
Establishment Date:	July 2, 2024
Resolution No:	24-147

1. Committee Establishment

1.1. In response to Council’s strategic priorities, Council has expressed a desire to develop a new multi-purpose facility in the community. While not a comprehensive list, Council has indicated that consideration of the following components should be considered within the scope of this project:

- Indoor recreation facilities/amenities including but not limited to a soccer field, walking track, gymnasium, community gathering space, fitness spaces, general use spaces, etc.
- How to incorporate the current recreation facilities, amenities and services with a new building

1.2. To assist in the process of developing a new recreation facility, and in accordance with the *Community Charter* and *Council Procedural Bylaw*, Council has established the "Recreation Facility Advisory Committee" by Council resolution dated July 2, 2024.

2. Definitions

"Chief Administrative Officer" or **"CAO"** means the person duly appointed as such from time to time and any person delegated to assist in carrying out his or her duties under these Terms of Reference;

"Committee" means the Sparwood Recreation Facility Advisory Committee established by Council resolution, dated July 2, 2024;

"Council" means the Council for the District of Sparwood;

"Director" means the person duly appointed from time to time as the Director of Community Services, and any person delegated to assist in carrying out his or her duties under these Terms of Reference;

"Member(s)" means the person or persons duly appointed from time to time to the Sparwood Recreation Facility Advisory Committee by Council; and

"Multi-purpose Facility" or **"Facility"** means an indoor community recreation facility that is designed for those activities identified in Section 1.1.

3. Committee Mandate

3.1. The Committee will act in an advisory capacity to Council, in matters pertaining to the composition, design, site location, capital costs, and operational costs of a new multi-purpose facility to be considered for development by Council.

4. Committee Roles and Responsibilities

- 4.1. Committee members will act in the role of a liaison, communicating and gathering feedback from their respective focus areas, networks, and members of the public.
- 4.2. The Committee shall disseminate information cohesively, without bias and in a manner that is consistent with the Committee as a whole.
- 4.3. The Committee shall make recommendations to Council regarding the selection of a consultant that will assist the Committee through the process of fulfilling the Committee mandate.
- 4.4. The Committee will fulfill its mandate by reviewing and making recommendations to Council regarding the following specific items:
 - a) Facility location/site options including considering opportunities to expand, renovate, or complement existing or future facilities;
 - b) Operational considerations for the new Facility (e.g. policies, concurrent and multi-use issues, etc.);
 - c) Operational cost implications including staffing, utilities, and maintenance costs; and,
 - d) Total cost of the facility development including land acquisition, engineering, design, construction, site servicing, landscaping, furnishings, and any other cost directly related to the project;
 - e) How the current recreation facility will fit into the overall provision of Recreation in Sparwood;
 - f) The desired composition and functionalities of the Facility and Facility subcomponents;
 - g) The size of the Facility, subcomponents, amenities, furnishings, equipment, and parking required to service the Facility; and
 - h) Regional use implications and opportunities.
- 4.5. As part of the process, the Committee will consider input from the Director, consultants, designated employees, community groups, stakeholders, the general public, the Recreation Master Plan, and Council. The Committee shall consider best practices in the provision of recreation services, facility design and development. In addition, the Committee will assist in recommending an engagement and communication plan that solicits feedback and informs the public regarding the project, Committee recommendations, and project progress.
- 4.6. The Committee deliverables shall include:
 - a) A quarterly report to Council on Committee activities and progress;
 - b) A workplan report delivered to Council no later than December 2025 on the recommendations for all items identified in Section 4.4, which will include milestone deliverables;
 - c) Class "C" capital cost for the Facility's development, including land acquisition, engineering, design, construction, site servicing, landscaping, furnishings, and any other capital costs directly related to the project;
 - d) Cost implications for the proposed Facility's operating budget, including staffing, utility, and maintenance costs; and
 - e) Schematic conceptual design drawings for the preferred site and design option.

4.7. When speaking in public or to the media on an issue, Committee Members must distinguish whether they are speaking as a Member, as a representative of another agency or community group, or as an individual.

4.8. Members must adhere to the policies and bylaws of the District of Sparwood.

5. Committee Composition and Appointments

5.1. The Committee shall consist of up to eleven (11) voting Members, including the following:

- a) Six (6) Members at large appointed by Council; one representative from each demographic where possible:
 - Youth user group
 - Adult user group
 - Business community
 - Accessibility member
 - Youth member
 - Senior member
- b) Three (3) representatives from Council appointed by Council
- c) Two (2) Staff from the District of Sparwood
 - Director of Finance
 - Director of Community Services
 - (Alternate CAO)

5.2. A Member ceases to be a Member of the Committee when he or she:

- a) Is removed by Council resolution;
- b) Fails to attend 3 consecutive regular meetings of the Committee;
- c) Is hired as a municipal employee, other than the appointed Staff representatives;
- d) In the case of a member of Council, ceases to be a member of Council; or
- e) Resigns from the Committee by sending written notice to the Chairperson of the Committee.

5.3. In the event of a vacancy created under Section 5.2, the vacancy may be filled by the applicable appointing body as soon as is convenient.

5.4. The term for each Member shall be for a one- or two-year period.

5.5. Members of the Committee shall serve without remuneration, with the exception of District of Sparwood Council members and staff.

6. Committee Meeting Procedures

6.1. The Committee shall abide by the procedures and limitations included in the District of Sparwood Council Procedure Bylaw 1327, 2024 and applicable legislation. Where both are silent, Robert's Rules of Order shall apply.

- 6.2. At the first meeting of the Committee, a Chairperson and Vice-Chairperson shall be chosen from the appointed Council members by majority vote of the Committee. These positions are maintained until the Committee's term expires, the Member resigns, or the Member ceases to be a Member of the Committee.
- 6.3. The Chairperson shall preside over all meetings of the Committee when present. The Vice-Chairperson shall perform the duties of the Chairperson in their absence. Should a Chairperson or Vice-Chairperson position become vacant, another appointed Council Member shall be appointed to the applicable Office by majority vote of the Committee at the next meeting of the Committee.
- 6.4. The attendance of the majority of the voting members appointed to the Committee at a meeting shall constitute a quorum.
- 6.5. The Committee shall meet at times, frequencies, and places to be determined by the Committee. The Chairperson may also call a special meeting, in consultation with the Director, on an as needed basis.
- 6.6. No expenditure shall be made by the Committee. Any budget and expenditures recommendations shall be approved at the discretion of Council.

RFAC Road Map

PURPOSE, PRODUCT, PROCESS

Purpose - Why We Are Here

- To act in an advisory capacity to Council on a recreation facility
- To explore recreation facility options through comprehensive community engagement & sound analysis which will include: Active (Leisure and Physical Activity), Passive (Arts, Cultural) and Social (Group gathering space, Education)

Product - What We Are Here For

Investigate Where We Are Today

- Inventory of current physical space and programs (focus on indoor but may trickle to ancillary outdoor spaces)
- Current Recreation Centre facility condition assessment
- Opportunities, constraints, function, utilization, capacity & trends
- Past work from previous committee

Future State

- Community needs identification through community engagement
- Gap analysis, demographics
- Benchmarking

Options

- Do nothing \$
- Status Quo - Maintain life expectancy \$\$
- Retrofit / Expand \$\$\$
- New \$\$\$\$
- Consider fiscal reality

Process - How We Will Get There

- Winter 2024: Onboarding (Facility Tour, Condition Assessment, Asset Management and Debt Capacity, Communications)
- Winter 2024: RFP for Consultant support aiming to begin January - February **CC**
- Spring 2025: Community Engagement
- Summer 2025: Community engagement findings to Council **CC**
- Summer 2025: Pre-feasibility, business case - analyze options
- Fall 2025: Status report to Council **CC**
- Fall 2025: Council to determine next steps

CC = Council Checkpoint for approval or update

