



Sunshine Coast Regional District

Request for Proposal

Number: 2665006
for
Halfmoon Bay Community Hall Caretaker Services
Issue Date:
May 14, 2026
Closing Date of
June 10, 2026, at 3:00 PM local time

MANDATORY SITE MEETING: A mandatory site meeting will be held on Monday May 22, 2026, at 2:30pm local time at the Halfmoon Bay Community Hall facility located at 8108 Northwood Road, Halfmoon Bay BC. Proponents need to RSVP by May 20, 2026, to purchasing@scrd.ca, if no RSVPs are received the site meeting may be cancelled. Please note, as the facility is still active construction site be cognizant of your surroundings.

CONTACT: All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by May 28, 2026 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BC Bid by June 3, 2026, Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.ca/>). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

OR

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to submissions@scrd.ca in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8

Regardless of submission method, proposals must be received before Closing Time to be considered.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- The Proponent has carefully read and examined the entire Request for Proposal;
- The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- The Proponent agrees to be bound by the statements and representations made in its proposal.

PROponent NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

"Addenda" means all additional information regarding this RFP, including amendments to the RFP; **"BC Bid"** means the BC Bid website located at <https://www.bcbid.gov.bc.ca/>;

"Closing Location" includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

"Closing Time" means the closing time and date for this RFP as set out on the cover page of this RFP;

"Contract" means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

"Contractor" means the successful Proponent to the RFP who enters into a Contract with the Regional District;

"Must", or **"mandatory"** means a requirement that must be met in order for a proposal to receive consideration;

"Proponent" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

"Proposal" means a written response to the RFP that is submitted by a Proponent;

"Request for Proposals" or **"RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

"Should", **"may"** or **"weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

"SCRD", **"Regional District"**, **"Organization"**, **"we"**, **"us"**, and **"our"** mean Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete

Proposal, including all attachments or enclosures, before the Closing Time.

- b) For electronic submissions (BC Bid or email), the following applies:

- (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;

- (ii) The Regional District limits the maximum size of any single email message to 20MB or less.

- (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");

- (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;

- (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
- g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
 - (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
 - (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or

that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's

opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in www.scrd.ca/bid and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP

does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out of submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability - not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the *Workers' Compensation Act* of British Columbia and must be in good standing during the term of any contract entered into from this process.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an accurate representation of information in these bid documents, the information contained is supplied solely as a guideline for

Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.
- c) Canada-European Union Comprehensive Economic and Trade Agreement

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2. INTRODUCTION

2.1 Purpose

The Sunshine Coast Regional District (Regional District) is seeking proposals from qualified contractors to provide caretaking services for the Halfmoon Bay Community Hall facility and surrounding grounds located at Connor Park located at 8108 Northwood Road, Halfmoon Bay BC.

The Contractor will be required to perform general maintenance of the community hall building and surrounding sidewalk, outdoor spaces, and access areas, including but not limited to janitorial services, restocking supplies, grounds maintenance, waste removal (garbage, recycling, and compostable waste), ensuring interior and exterior of the building maintained in a safe, sanitary, clean and tidy condition.

3. SITUATION/OVERVIEW

3.1 Background

The newly constructed Halfmoon Bay Community Hall is located at Connor Park and will be completed in the next few months. The Regional District requires caretaking services on a year-round basis for the hall and surrounding grounds. The anticipated start for these services is June 2026. This facility will only be available for pre-booked permitted events. Connor Park is open to the public for day-use between 7am and 10pm daily.

The Regional District Parks Service strives to provide safe, clean and consistent levels of caretaking at all park properties. The Regional District's primary objective is to procure year-round hall facility caretaking services for the Halfmoon Bay Community Hall, surrounding sidewalk, outdoor spaces, and access areas, from a qualified Contractor. The Contractor shall furnish everything needed to perform all the requirements of this Contract including all labour, vehicles, tools, equipment, services and structures needed to support their proposed operating plan and meet the needs of the Regional District as defined in the scope of work and related appendices. The Contractor will provide services in an efficient, cost-effective, consistent manner to ensure positive facility user experience.

3.2 Scope

As the Halfmoon Bay Community Hall is still under construction, some specifications may be added upon completion. The scope of the Services will include, but are not limited to, the provision of caretaker services consisting of the following:

1. Effective and efficient janitorial and cleaning services for the area shown in Appendix B - Halfmoon Bay Community Hall Map of Area—including the access from Parking area which is about 22 m x 1.8 m wide, the covered patio area, and, for litter, the immediate proximal exterior grounds 1 meter surrounding the previously defined areas.
2. Work shall be done in accordance to the specifications, description of operation and quality standards listed in Appendix A - Cleaning Standards, using the latest professional techniques of the trade in the frequencies outlined in the scope.
3. Daily inspections with site inspection reports submitted to the Regional District.
4. Snow removal and salting of sidewalks and access paths to ensure public safety
5. Document and report all minor maintenance concerns within 24 hours.
6. Immediate action to be taken by the caretaker where possible to mitigate potential facility damage or life safety items. IE; shut of water if a leak is found to prevent damage. These items are to be reported immediately to Regional District. Post informational signage provided by Regional District on an as needed basis.
7. Holding a working knowledge of all mechanical systems for the building.
8. Notifying the Parks Services Coordinator of any building deficiencies, liability concerns such as plumbing, electrical and general concerns.
9. Ensuring operations adhere to all provincial health order guidelines.
10. Working cooperatively with the Regional District for consideration of special events.
11. Reporting any public or property safety, and risk issues, including possible risks to the public, building or the environment and any potential effects to adjacent lands and properties immediately to Regional District.
12. Monitoring on-site parking and report any parking issues or traffic concerns to the Regional District Bylaw Services and/or RCMP.
13. Conducting inspections, cleaning and re-stock the washrooms, in accordance with hall rental and event use.
14. Providing all materials, cleaning supplies & equipment. Cleaning supplies and facility re-stock items are to match current Regional District standard at all facilities.
15. Inspecting the hall and immediate grounds upon completion of facility bookings/events/rentals to determine if clean-up is satisfactory as per the rental agreement and report any problems or damages that may have occurred to the Regional District's Facility Booking Technician within 24 hours. In the event the renter does not clean the community Hall or the grounds as specified in the rental agreement, the Contractor will immediately notify the Regional District Facility Booking Technician. The Regional District Facility Booking Technician will request the Contractor clean the hall and then notify the Regional District with the clean-up time taken within two business days. The Contractor will be paid the charge out rate for approved additional duties.

16. Availability to be on site for special events booked as and when required. This will be considered as additional services. Additional services require approval prior to engaging.
17. Clean up and maintenance of immediate grounds 1meter distance around the facility and access walkway on weekdays, with additional clean ups required on weekends and general holidays. Tasks can include such activities as picking up litter to maintain the general appearance of order, raking leaves, trimming vegetation overhanging or touching the walkways etc.
18. Daily clean up includes but is not limited to: sweeping or raking of stairs, ramps, facility access paths, raking and removal of debris and animal waste.
19. Empty building and facility garbage and recycling receptacles as required at the community hall and facilities following events and public usage.
20. Disposing of all garbage and recycling at appropriate disposal facilities.
21. Responsibility for all associated tipping and disposal fees.
22. Maintaining existing building and facility furniture and provisioned amenities within buildings and adjacent to facilities. Clean all surfaces as necessary.
23. Maintain any hall signposts and barriers in full upright position.
24. Remove graffiti immediately when found.
25. Ensure established health and safety practices, measures, protocols and procedures are followed.
26. The Contractor will notify the Regional District immediately of any illness, injury or other event that prevents the Contractor from carrying out his responsibilities and provide a replacement in the event of absence or annual leaves. Ensure that the replacement is properly trained to provide the services to a high standard. Notify the Regional District designate in writing of the name, address and telephone number of the person who will be in charge of the hall during the Contractor's absence.

3.2.1 Cleaning Frequency and Standard

The work will be done in accordance with the Appendix A - Cleaning Standards. All work by the Contractor will adhere to the Regional District's cleaning standards. The work will need to be completed in advance of or subsequent to facility use to ensure that all cleaned surfaces are dry. The Regional District reserves the right to change cancel or add requirements to meet operational requirements and or continuity of the services at the facility.

3.2.2 Supplies

1. The Contractor is responsible to supply refills for all dispenser type products (i.e. paper towels, toilet paper, hand soap etc.)
2. Ensure cleaning supplies stocked and available for users to clean up after events (i.e. paper towels, floor cleaner, surface cleaner, bathroom cleaners, garbage, recycling/green waste bags etc.)

3.2.3 Environmental Considerations

The Contractor Will:

1. Use environmentally friendly products and materials.
2. Provide and maintain spill kits on site.
3. Inform the Regional District of any pests/rodents.
4. Be aware of and supportive environmental considerations.

3.2.4 Equipment

The Contractor will provide all equipment necessary to carry out the required work of this contract.

3.2.5 Fire Safety

The Contractor will:

1. Monitor buildings, facility areas and community halls to identify and report potential fire risks.
2. Participate in fire/evacuation drills.
3. Post campfire/smoking ban signage as required.

3.2.6 Electrical, Plumbing, Heating and Septic Systems

The Contractor will:

1. Have a working knowledge of all mechanical systems for the hall including but not limited to door keypad, fire alarm panels, pull stations, smoke detectors, heating systems, time clocks for lights and fans, kitchen stove and other appliances within the hall.
2. Monitor and reset keypad, heating thermostats, time clocks for lights and fans.
3. Notify the Parks Operations Coordinator or designate of any building deficiencies at the hall, liability concerns such as plumbing, electrical and general mechanical system concerns.

3.2.7 Documentation and Reporting Requirements

The Contractor will:

1. Complete all reporting, statistics, tracking, checklists and logs as required by the Regional District. Including the Caretaker Housekeeping Inspection Checklist after each inspection.
2. Maintain ongoing communication with the Regional District.

3.2.8 Public Relations Requirements

The Contractor will:

1. Relay and communicate any customer inquiries and communications received to the Facility Booking Technician within one (1) business day.
2. Ensure staff working at the park, buildings or community halls are identifiable to the public.

3. Liaise with the Regional District and make recommendations for enhanced customer experience opportunities.
4. Post information at facilities as requested by SCRD.

3.2.9 Security and Public Safety

The Contractor will:

1. Maintain a safe environment for all users
2. Report to the Regional District within 24 hours of any incidents, safety issues, vandalism or bylaw infractions.
3. Immediately report to appropriate agency and address when safe to do so any safety hazard that may arise and block public access with clear signage until hazard is resolved.
4. Maintain first aid kits for staff and resupply as required.
5. Ensure hazardous products are properly and its corresponding Safety Data Sheet is available.
6. Be familiar with Parks Bylaw No. 356 and be vigilant in report infractions to the appropriate authorities (e.g. Bylaw Officers, RCMP).
7. Complete weekly checks of safety equipment including first aid kits, fire extinguishers, and AED (if relevant), and report deficiencies.

3.2.10 Smoking

The Contractor shall adhere to the Regional District smoking policy of no smoking on or near the premises.

3.3.2 Criminal Record

The Contractor will need to ensure that all staff or subcontractors performing services under this contract have a clean criminal record. The Contractor will need to ensure that the criminal records checks are no more than five (5) years old. The Regional District may request confirmation from the Contractor that the criminal record checks have been completed.

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at www.scrd.ca/bid.

4.2 Term of Contract

The term of this contract will be for a three (3) year period with the option to extend up to an additional two (2) years, subject to Contractor performance and budgetary requirements.

4.3 Related Documents

Appendix A – Cleaning Standards

Appendix B - Halfmoon Bay Community Hall Map of Area Excluding Walkway

Appendix C – Caretaker Housekeeping Inspection Checklist

Appendix D – Parks Bylaw 356

4.4 SCRD Contact Information

- Operational emergency/non-emergency (weekdays 8-4pm):
- Parks Services Coordinator: email - tina.anupun@scrd.ca; phone – 604-865-4518
- Facility Booking Technician: email - gina.hamilton@scrd.ca; phone 604-840-6029
- After hours Operational emergency: 1-866-291-4645
- SCRD Bylaw Reporting [Sunshine Coast Regional District](#)

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

5.1 Capabilities

The Proponent should be capable of providing the required services (e.g. caretaking services; working to maintenance standards; customer service, emergency response, stewarding sensitive park amenities, etc.). The proponent should provide information of the following:

1. Location of primary business, background, stability, structure of the Proponent and number of years the business has been operational.

2. Proponent's relevant experience and qualifications (including emergency first aid and CPR certification) in delivering park facility and community hall caretaking services similar to those required by the Regional District.
3. Proponent's demonstrated ability to provide the Services (e.g. caretaking services; working to maintenance standards; customer service, emergency response, stewarding sensitive park amenities, etc.).

5.1.1 Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of three (3) years within the past ten (10) years of experience providing services of a similar scope and complexity.

Similar scope and complexity is defined as:

- a) Providing caretaking services similar to those required by the Regional District.

5.1.2 Subcontractors

Proponents need to provide company name, years of experience and identify the services they will perform for any subcontractor that may be used to perform the services.

5.1.3 References

Proponents need to provide a minimum of three (3) references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.1.4 Environmental Requirements

The Regional District is committed to preserving the environment. Proponents shall provide environmentally sensitive products or services wherever possible. Where there is a requirement that the Proponent supplies materials, and where such materials may cause adverse effects, the Proponent shall indicate the nature of the hazard in its submissions. The Proponent agrees to advise the Regional District of any known alternatives or substitutes for such materials that would mitigate the effects of any adverse condition of the environment.

5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
 - promoting a Living Wage
 - Using fair employment practices;
 - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
 - Being locally owned;
 - Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Approach

Proponents should provide a detailed approach to providing the required services. Proponents should provide the following:

1. Provide an outline of purpose which explains the following:
 - Why the Proponent is applying for the park facilities caretaking services contract and what they hope to achieve in the five years;
2. Business Plan to meet the scope of services outlined in Section 3.3
 - An organizational chart showing principle Contractor and all other positions, with duties to be performed by each (described and quantified in terms of hours per week); address how cover-off requirements will be met;
 - How the operating team will be brought together, prepared for the job, put in place;
 - A list of equipment, tools, goods and other resources that will be assembled in order to meet requirements and deliver services;
 - A plan to meet the scope of services outlined above or alternatives for consideration;
 - Basic facility and area cleaning schedule and plans to accommodate duties;
 - Safety and emergency plans;
 - Waste management and recycling services plan;
 - Grounds maintenance plan;
 - Use of subcontractors;

- A detailed work plan including proposed time frames and resources. Provide an exit plan that ensures continuation of service levels and minimal disruption to the Regional District until the end of the contract.

5.4 Added Value

Proponents should describe any services or additional services that they will perform under the regular duties associated in this contract that have no additional charges.

5.5 Price

Proponents need to submit a fee proposal that sets out the separate costs of each portion of the project described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, tariffs, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

Bidder's will provide a list of all major suppliers and manufacturers involved in the contract, including their country of origin and whether they are based in the United States.

6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Proponents are to complete and submit the Response Form.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP
Attendance at the mandatory site meeting

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Capabilities and Experience	30
Approach and Workplan	35
Sustainable Social Procurement	10
Price	25
TOTAL	100

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.

Appendix A – Cleaning Standards

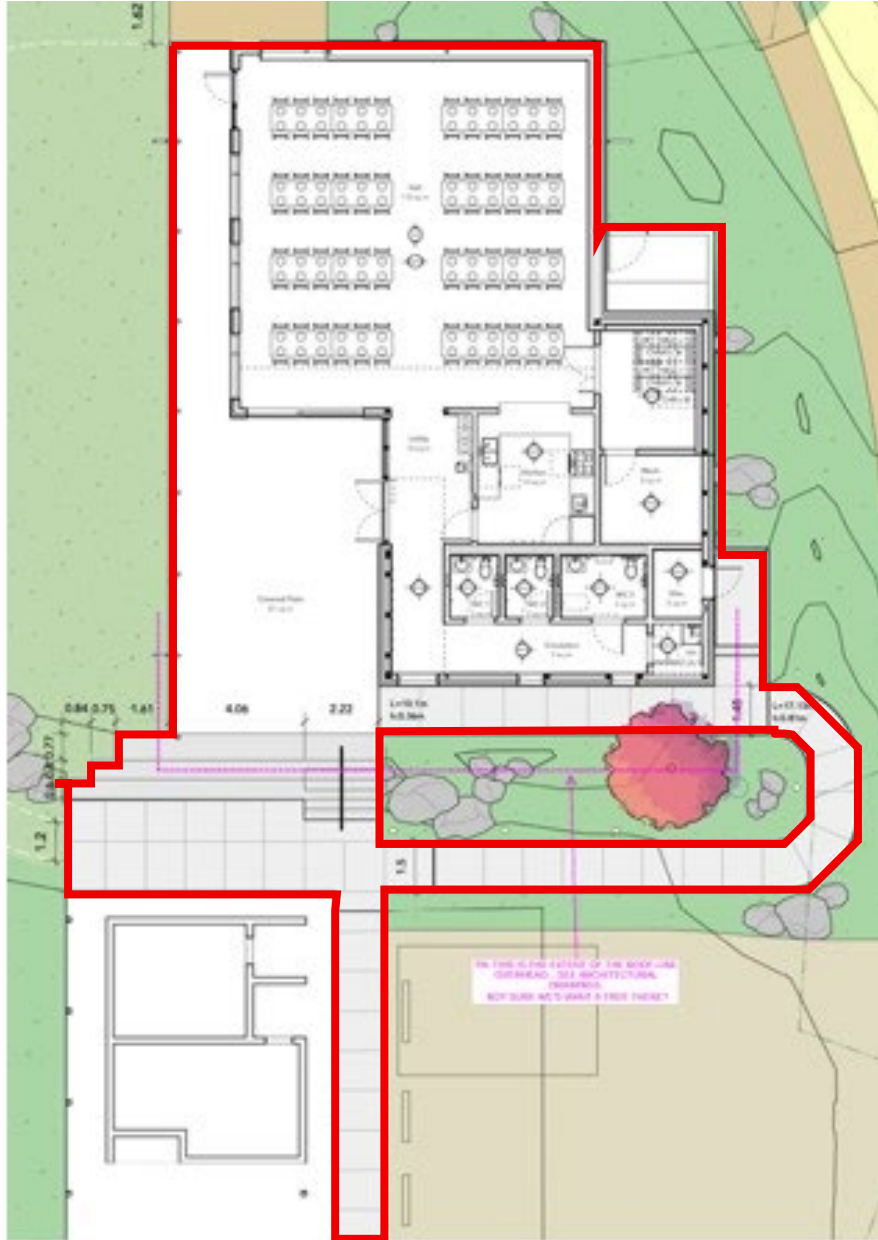
Item	TERM	DESCRIPTION OF OPERATION	QUALITY / STANDARD	
1	Sweeping & Dust Mopped	Consists of removing loose, dry surface soil.	1	There will be no dirt, trash or other matter left in corners, behind or under furniture or doors.
			2	Floors will be free of dust film.
			3	There will be no dirt left where sweepings were picked up.
			4	Walls, baseboards and other surfaces should be free of scars from the equipment.
				All Furniture and equipment (excluding file cabinets & and desks) moved during the sweeping & dust mopped operation and should be returned to its original location.
2	Damp and Wet Mopping / Floor Washing	Consists of using a non-filming detergent solution to the floor, agitating it with a mop, removing the solution, rinsing the floor and wiping up the rinse water. In washrooms the rinsing operation is performed using a germicidal solution.	1	The floors should be free of dirt, streaks, mop strands, marks, skipped areas and loose mop strands other evidence of improper application.
			2	Walls, baseboards and other surfaces will be free of watermarks, splashing and scars from equipment.
			3	Water or other cleaning solution will not have been allowed to collect under furniture legs or cabinet.
				All Furniture and equipment (excluding file cabinets & and desks) moved during the damp and wet mopping operation and should be returned to its original location.
3	Buffing / Polishing	Consists of buffing the floors to improve the attractiveness of the floors surface by increasing the gloss.	1	The floors should be free of dirt, visible stains, streaks, mop strands, marks, free of dust and skipped areas and other evidence of improper application.
			2	The furniture should be moved for the complete floor coverage.
			3	Walls, baseboards and other surfaces should be free of excess polish, splashing and scars from the equipment.
				Furniture and equipment should be relocated to where it was prior to the buffing and polishing application.
4	Finishing / Waxing	Consist of the application of wax, sealer or other required floor finishes.	1	The floors should be free of streaks, mop strands, marks, skipped areas and other evidence of improper application.
			2	The floors should be clean and bright looking including in the corners and under furniture.
				Walls, baseboards, furniture and other surfaces should be free of excess residue and scars from the equipment.

			4	Furniture and equipment should be relocated to where it was prior to the finishing / waxing application.
5	Vacuuming	Consists of Vacuuming all carpeted floors. There carpets should be free of dirt and dust and no dirt should be left in corners, under furniture, behind doors or radiators.	1	Carpets should be clean and free from dust, dirt and other debris.
			2	There should be no dirt left in corners, under furniture, behind doors or radiators.
			3	All Furniture and equipment (excluding file cabinets & desks) moved during the vacuuming operation and should be returned to its original location.
6	Glass / Window Cleaning	Consists of washing glass surfaces inside and outside with a detergent solution and wiping dry with a clean cloth. Skylights surfaces shall be cleaned where applicable.	1	Glass and windows will be clean on both sides and free of streaks or smears.
			2	Sash, sill, stools and floors will be clean and free of watermarks.
			3	Sash, sills, stools will be free of dust, dirt, spots and odours.
			4	Items moved should be relocated to where it was prior to the cleaning operation.
7	Dusting	Consists of removing dust and cobwebs with appropriate vacuum attachments.	1	There will not be any dust or dust streaks on desks or furniture.
			2	Glass, tops of desks, tables and all horizontal surfaces will be clean and free of finger-marks and stains.
			3	All pictures, plaques, furniture, files, sills, blinds, telephones, windowsills, door ledges, frames, louvers, baseboard and partition ledges will be free of dust and cobwebs.
8	Light Fixtures	Consists of washing with a germicidal detergent all light fixtures inside and out including the light bulbs to disinfect and remove dust, dirt, spots and stains.	1	All light fixtures and lights will be free of dust, dirt, spots and stains.
			2	Light fixtures will be clean on both sides and free of streaks or smears.
			3	All dust, dirt, spots and stains will be removed.
9		Consists of washing with a	1	All surfaces of wash basins, taps and all exposed piping will be free of dust, dirt, spots and stains.

	Washroom Surfaces & Fixtures	germicidal detergent all surfaces of wash basins, taps, exposed piping, flush tanks, toilet seats, toilet bowls and urinals to disinfect and remove dust, dirt, spots and stains. No powder cleaners shall be used in or on washbasins, toilet bowls or urinals.	2	All surfaces of flush tanks, toilet seats, toilet bowls and urinals will have been disinfected.
			3	Plumbing fixtures will be free of stains and soap build-up.
			4	All paper and garbage receptacles should be emptied, plastic bags should be replaced (if required) and exterior surface wiped clean and should be free of odour, spots, stained and finer marks.
			5	All dispensers of supplies should be filled.
10	Kitchen Surfaces & Fixtures	Consists of washing with a germicidal detergent all surfaces of the kitchen including, counter tops, sinks, taps, exposed piping, fridges, stoves, microwaves, cupboards inside and out to disinfect and remove dust, dirt, spots and stains.	1	All surfaces of the kitchen including, counter tops, sinks, taps, exposed piping, fridges, stoves, microwaves, cupboards.
			2	All surfaces of will have been disinfected.
			3	Plumbing fixtures will be free of stains and soap build-up.
			4	All paper, garbage, green waste and recycling receptacles should be emptied, plastic bags should be replaced (if required) and exterior surface wiped clean and should be free of odour, spots, stained and finer marks.
			5	All dispensers of supplies should be filled.
			6	All surfaces will be free of dust, dirt, spots and stains.
11	Spot Clean Dispensers, Walls, Ceilings, Stall Partitions, Doors, Shelves, Mirrors, Ledges and Blinds	Consists of removing finger-marks, smudges, stains and graffiti.	1	All dispensers, shelves, shelf brackets ledges and blinds will be free of finger-marks, dust and stains.
			2	Mirrors will be cleaned and free of streaks or smears.
			3	Walls stall partitions and doors will be free of dust, hand marks, pencil marks, water streaks, mop marks and fittings will be free of mold.
			4	Walls up to a standing height will be free of all marks. Ceilings will be free of stains.

12	Janitorial Closets	Consist of washing floors, fixtures, emptying pails and ensuring the closet is free of tripping hazards and all supplies are stored appropriately.	1	The floors and walls should be free of dirt, streaks, mop strands, marks, skipped areas and loose mop strands other evidence of cleaning operation.
			2	Mop pails/trucks should be empty and free of odours.
			3	There will be no dirt, trash, empty containers or other matter left in the janitorial closet.
			4	Janitorial closet should be free of tripping hazards and all supplies stored appropriately.
			5	Walls, baseboards and other surfaces will be free of watermarks, splashing and scars from equipment.
			6	The floors should be swept & dusted mopped.
			7	The floors should be damp & wet mopped / floor washed.
			8	The floors should be stripped.
			9	The floors should be buffed / polished.
			10	The floors should be finished / waxed.

Appendix B – Halfmoon Bay Community Hall Map of Caretaker Area



Appendix C – Caretaker Housekeeping Inspection Checklist

SCRD Caretaker

Year: _____

HOUSEKEEPING INSPECTION CHECKLIST

Week of: _____

(Check ✓ & signature for each when complete)

Caretaker: _____

Facility:	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
WASHROOMS							
Check & fill toilet paper dispenser							
Garbage removal							
Clean mirrors							
Clean & disinfect sinks/ toilets							
Wash floor							
Check & stock paper towels, toilet paper and soap							
KITCHEN							
Clean & disinfect counter-tops, cupboard doors							
Clean sink & faucet							
Clean range top & clean oven when necessary							
Garbage removal							
Check fridge & clean when necessary							
ENTRANCE/EXITS							
Unobstructed, well marked							
Free of ice, snow, water, debris							
Exit signs clear & visible							
Mats in good condition, clean & flat							
FLOORS							
Clean and dry							
Free of slip hazards							
Free of trip hazards							
LIGHTING							
Light fixtures clean and working							
FIRE PROTECTION							
Fire extinguishers in place & accessible							
WASTE DISPOSAL							
Adequate # of bins							
Clean							
Fresh liners/bags							

EQUIPMENT & MATERIALS							
Equipment properly stored							
Cleaning solutions properly labelled and stored							
WHMIS labels on products							
STORAGE	Sun	Mon	Tue	Wed	Thurs	Fri	Sat
Area clean & clear							
Chair stacks & tables stable							
BI-MONTHLY (enter day work completed)							
Dust blinds, window sills, baseboards, heaters							
Clean inside windows							
Clean light fixtures							
BI-ANNUALLY (enter day work completed)							
Clean outside windows							
Clean appliances (inside/outside)							
Clean cupboard shelves							
Wipe walls and doors (marks)							
Clean out janitorial room							

✓ A CHECK MARK INDICATES SAFE CONDITIONS

COMMENTS / ISSUES / CONCERNS:

Date	Comment / Issue / Concern	Noted by

Please report all safety issues to the Parks Division immediately – 604-885-6802. (Maintenance issues will be collected by the Parks Staff via this report.) Thank You

Appendix D – Parks Bylaw 356

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 356

(consolidated for convenience to include up to Bylaw 356.4)

A Bylaw establishing regulations covering the management, maintenance, operation, and use of any real or personal property in a regional park or regional trail within the Sunshine Coast Regional District.

The Sunshine Coast Regional District Board in open meeting assembled enacts as follows:

DEFINITIONS IN THIS BYLAW:

1. "beach area" means any area within a regional park designated as a beach area by the Regional Parks Committee or Parks Superintendent.

"natural park feature" means any tree, shrub, herb, flower, grass, turf or plant of any kind; soil, sand, silt, gravel, rock, mineral, wood, fallen timber or other park material.

"park" means any park as defined in this bylaw.

"park officer" means any employee or caretaker of the Sunshine Coast Regional District carrying on the duties of the Sunshine Coast Regional District.

"park permit" means a permit issues under Section 42 of this bylaw.

"park use permit system policy" means the Park Use Permit System Policy, together with Park Use Permit Fee Schedule and Designated Group Picnic Sites, attached to this bylaw as Schedule "A", which forms part of this bylaw.

"Parks Superintendent" means the Regional Parks Superintendent duly appointed by the Regional Parks Committee and also any person lawfully acting in that capacity.

"picnic area" means any area within a regional park designated as a picnic area by the Regional Parks Committee or Parks Superintendent. Such picnic area will be marked by signs.

"regional parks committee" means the Parks Committee of the Sunshine Coast Regional District.

"special event" means any event or activity conducted within a park or trail which attracts or is intended to attract participants or is intended to attract participants or spectators, and, for greater certainty includes a festival, sport competition, tournament, group picnic, rowing regatta, horse show or dog show. A park permit is required for all special events.

**SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 356**

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"trail" means any footpath, pathway, trail or area of land held in fee simple or by lease as a registered easement or right-of-way by the Sunshine Coast Regional District and dedicated as a regional trail under this bylaw.

"wildlife" means any wild animal.

RESPONSIBILITY AND AUTHORITY

2. The management, maintenance, operation, and use of parks and trails shall be the responsibility of the regional district.
3. The Parks Superintendent and/or his appointee shall have the authority to enforce this bylaw and may delegate the enforcement of this bylaw to park officers.
4. Any park officer may order any person who, in their opinion, behaves in contravention of this bylaw to leave any park, trail, building or structure located in any park, immediately or within a period specified by the park officer, and every person ordered to leave under this Section shall comply with the order of the park officer and leave the park, trail, building or structure immediately or within the specified period.
5. Peace Officers, Conservation Officers, Sunshine Coast Regional District Animal Control Officers, and Sunshine Coast Regional District Bylaw Enforcement Officers also have authority to enforce this bylaw in the course of their duties.
6. The Regional Parks Committee has the authority to require a fee or rent from any person who enters into a license, lease, permit, or agreement with the Regional District.

PENALTY

7. Any person who contravenes the provisions of this bylaw is guilty of an offence and, on summary conviction, is liable to a fine of not less than \$50.00 and not more than \$2,000.00.

PUBLIC CONDUCT

8. No person shall obstruct or interfere with any person or traffic lawfully using a park or trail.
9. No person shall conduct himself or herself in a disorderly or offensive manner in a park or trail.

SUNSHINE COAST REGIONAL DISTRICT
BYLAW NO. 356

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10. No person shall in a park or trail make or cause noises or sounds which disturb or tend to disturb the quiet, peace, enjoyment, and comfort of persons in the vicinity, including the playing of radios, tape players, compact disc players or similar devices.
11. No person other than a concessionaire-lessee, or the house guests of a resident-caretaker or tenant of the Regional District, or persons possessing a park permit issued by the Parks Superintendent, shall enter upon or otherwise remain within any park or trail for any purpose whatsoever between the hours specifically posted as curfew hours at the entrance to the particular park or trail, or, where no hours are posted, between the hours of 11:00 p.m. to 5:00 a.m. Those persons possessing a park permit shall be allowed to remain and use parklands and facilities as specified in their permit, after which time they shall leave the park or trail without any appreciable delay.
12. The Parks Superintendent, or any park officer acting on their behalf, may cause signs or other devices, delineating areas on which specific activities may be practised or are prohibited, to be erected in any park or trail.
13. Every person within the boundaries of any park or trail shall observe and obey every statute, regulation and policy, and every prohibition or restriction announced by sign or other device applicable to that park or trail.

PRESERVATION OF NATURAL FEATURES, WILDLIFE AND PARK FACILITIES

14. No person shall remove, destroy or wilfully damage any natural park feature, park facility, structure or sign, or in any way foul or pollute any fountain, lake, stream, pond, watercourse or any park property whatsoever.
15. No person shall remove, destroy or damage any notices, rules or regulations posted in a park or trail on approval of the Regional Parks Committee or Parks Superintendent.
16. No person shall light or keep lit any fire in a park or trail except in designated areas or where authorized by the parks board or Parks Superintendent.
17. No person shall deposit any garbage, sewage, refuse, empty or broken bottles, tin cans, paper or other waste material in a park or trail except in receptacles provided for such purposes; in addition, no person shall carry, transport or deposit any domestic, commercial or industrial waste, refuse or garbage of any kind into or upon any park or deposit the same into park waste receptacles.
18. No person shall light or keep lit any fire in a park or trail except in designated areas or where authorized by the Parks Superintendent in writing or by permit.

19. No person shall throw or place upon the ground any lighted match, cigar, cigarette or other burning substance in a park or trail.
20. No person shall cut down any tree(s) or cut dead and down firewood or carry out any logging operation or facilitate such operation in a park or trail except where authorized by the Parks Superintendent in writing.
21. No person shall ride any bicycle in a park or trail except on public roads and trails designated for such use.
22. No person shall conduct orienteering activities off any trails in a park or trail except in designated areas or where authorized by the Parks Superintendent in writing or by permit.

ANIMALS IN PARKS

23. No person shall ride, walk or drive any horse on beaches, picnic areas or hiking trails except on public roads and trails designated for such use.
24. No person shall permit any dog or other animal to run at large within any park not under the control of a leash of not more than three meters in length.
25. No person shall permit any animal owned by or under the care and control of that person to graze or roam at large in any park.
26. Any park officer may require the owner or custodian of any animal to restrain or remove such animal from a park or trail and any person is prohibited from disobeying an order of a park officer under this section.
27. The Parks Superintendent may define any area or areas within any park in which the presence of dogs, horses or other animals is prohibited, and no person shall take into or have under his charge in any such area any prohibited animal. Such areas will be marked by signs.

FIREARMS AND HUNTING

28. No person shall discharge any firearm, bow or crossbow without permit in a park or trail other than a Peace Officer or a Conservation Officer acting in the course of his duties.

BEACH AND PICNIC AREAS

29. No person shall use any watercraft or fishing device in the vicinity of any swimming beach in any park in such a manner as to endanger persons or property or otherwise interfere with the safe and free use of the water for bathing or swimming purposes.
30. No person shall swim/dive in any area so posted.

BOAT TRAFFIC

31. No person shall operate any motorized or non-motorized watercraft within any posted swimming area.
32. No person shall launch or remove trailerd watercraft from any body of water except in designated areas.
33. Gas powered motors shall only be permitted in Sakinaw Lake and Ruby Lake.

VEHICLES AND MOTORIZED TRAFFIC

34. No person shall drive or propel, or permit to be driven or propelled, any type of motorized vehicle except on public roadways or parking lots in any park or trail.
35. No person shall park or permit to be parked a motorized vehicle except in parking lots and along public roadways in any park or trail. Vehicles parked in areas specifically signed as "No Parking Area - Tow Away Zone" and vehicles left unattended for more than 24 hours will be towed away at the owner's expense by order of any Peace Officer for the purpose of enforcement of the Motor Vehicle Act and control of traffic within parks. Any Peace Officer is also permitted to ticket illegally parked vehicles in accordance with the Motor Vehicle Act.
36. No person shall in any park or trail use car parks or other areas for overnight accommodation in a tent, car, camper or in any other manner except by permit.
37. The Parks Superintendent may, if in their opinion it is necessary for public safety and convenience, cause the erection of appropriate signs closing any road or roads or other areas within any park to public use, and may limit the speed at which vehicles may be operated on any road within any park.

38. The Parks Superintendent, or any park officer acting on their behalf, may, if authorized by the Minister of Transportation and Highways, cause signs or other traffic control devices in use by the Ministry of Transportation and Highways to be erected in any park or trail.

COMMERCIAL SERVICES, ACTIVITIES OR DEMONSTRATIONS

39. No person shall sell, expose or display for sale any goods or materials including refreshments or conduct any business in a park or trail except where authorized by the Regional Parks Committee in writing or by permit.
40. No person shall post, paint, or distribute any advertisement, sign, placard or handbill of any kind whatsoever in a park or trail except where authorized by the Parks Superintendent in writing or by permit.
41. No person shall operate or station any commercial vehicle or any vehicle displaying advertising or equipped with a public address system in any park or trail for the purpose of advertising, demonstration or attracting attention except where authorized by the Parks Superintendent in writing or by permit.

PARK PERMITS

42. No person shall conduct or carry on any special event, commercial service, activity or demonstration, or remain within any park or trail during curfew hours or do anything of a similar nature in any park or trail except where authorized by the Parks Superintendent in writing or by permit.
43. No person shall build, or place any temporary structure in a park or trail except where authorized by the Parks Superintendent in writing.
44. No person shall build, or place any permanent structure in a park or trail except where authorized by the Parks Superintendent in writing.
45. The Parks Superintendent may issue to a person a permit for an activity or event for which, by this bylaw a person requires a permit, if
- (a) the proposed activity or event will comply with Section 4, "Terms and Conditions" of the park use permit system policy, and
 - (b) the fee prescribed by Schedule 1 of the park use permit system policy has been paid.

46. The Parks Superintendent may
 - (a) refuse to issue a permit to a person who has previously contravened this bylaw, and
 - (b) revoke a permit if the authorized activity or event is being conducted in a manner which contravenes this bylaw.
47. The holder of a permit is solely responsible for the conduct of the activity or event authorized by the permit and neither the Sunshine Coast Regional District nor any of its officers, employees, officials, agents, servants or representatives accepts or assumes any responsibility for any claims, actions, costs, expenses or demands in respect to death, injury, loss or damage to persons or to property, howsoever caused, arising out of, or in connection with, an activity or event for which a permit has been issued.
48. This Bylaw may be cited as "Sunshine Coast Regional District Regional Parks Regulation Bylaw No. 356, 1991."

SCHEDULE A OF SCRD BYLAW NO. 356

SCHEDULE "A" OF SCRD BYLAW NO. 356

PARK USE PERMIT SYSTEM POLICY

1. Purpose

The purpose of a park use permit system is to enable the Regional Parks Department to control and manage the use of regional parks by commercial businesses and non-profit groups and organizations so that the services, activities or events provided or held by them do not have a negative impact on resources, facilities, operation and the general public's use of a regional park.

2. Objectives

- (a) To issue park use permits that are consistent with the Official Regional Parks Plan, the Regional Parks Regulation Bylaw and any approved Master Plans.
- (b) To apply the park use permit in such a manner that it is straight forward and will not discourage use of regional parks.
- (c) To enhance the experience in regional parks for organized park users.
- (d) To ensure the Regional District is reimbursed for any damages caused by permittees.
- (e) To allow the Regional Parks Department to recover a fair return for the use of public land and to recover some administrative and operational costs.
- (f) To enable the Regional District the right to refuse a permit to a commercial business, group or organization because of a previous violation or park regulations or permit.
- (g) To collect visitor use data.
- (h) To use the permit as a public information tool.

3. Application

Park use permits apply to the temporary use by public groups and businesses of regional park land and facilities which are constructed, maintained and operated by the Regional Parks Department. Where a group/organization use park land for recreation activities and events and have constructed and operate and maintain facilities in conjunction with the recreational activity this use shall be administered and managed through a License of Occupation.

A park use permit will be required for the following:

- (a) Anyone who intends to provide a commercial service or hold a commercial activity or event;
- (b) A non-profit group/organization who intends to provide a service or hold or sponsor an activity; and
- (c) A non-profit group/organization who intends to hold or sponsor an event or activity for which no fee is charged; and
- (d) A person or group who intends to advertise, demonstrate or attract attention.

Individual use and casual use by clubs for walking, hiking and nature appreciation outings will not

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require a park use permit.

4. Terms and Conditions

The following terms and conditions shall apply:

- (a) The use associated with the service, activity or event must be an appropriate recreational activity.
- (b) An appropriate recreational activity is one which:
 - i. is dependent upon a natural setting; and
 - ii. encourages an appreciation and enjoyment of the natural environment; and
 - iii. is compatible with other park uses.
- (c) Commercial services, activities or events must be program oriented, personal services such as guided programs or recreational activity rentals or instruction. Each proposed service will be assessed according to the criteria identified below:
 - i. The service, activity or event is an "appropriate recreational activity";
 - ii. The service, activity or event is not able to be operated effectively outside the park boundary;
 - iii. The business has demonstrated previous, successful operation and have a proven record and credentials for safety and insurance;
 - iv. All business licences and standards required by the municipality are up to date;
 - v. The location used is selected with a sensitivity to the parks resources and the experience of other park visitors;
 - vi. No facilities, permanent or temporary, are associated with the service or activity.
- (d) Competitions will be considered as special events and are subject to all appropriate policies. This will include competitions held by commercial businesses and non-profit groups and organizations.
- (e) If park rules are not respected, disorderly or destructive conduct noticed, the Sunshine Coast Regional District Parks Department reserves the right to deny any commercial business, non-profit group or organization or any person use of a regional park in subsequent requests.

5. Permit Fees

The park use permit fee structure is outlined in Schedule 1.

6. Administration

- (a) The permit shall be administered by the Regional Parks Superintendent.
- (b) The permit system and associated fee structure will be reviewed by the Regional Parks Committee in November of each year.

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- (c) Applications for large community events will be forwarded to the Regional Parks Committee for review prior to issuing a permit.

SUNSHINE COAST REGIONAL DISTRICT

**BYLAW NO. 356
SCHEDULE "1"**

**Park Use Permit Fee Schedule
(Inclusive of tax)**

1. Hall Rentals
Charge by the hour
Rentals must include set-up, take down and cleanup of event

	2013	2014	2015	2016
Neighbourhood and Community Groups (youth activities, societies, charities & community bookings)	\$ 6.00	\$ 7.50	\$8.00	\$ 8.00
Private (weddings, meetings, birthdays)	\$13.00	\$14.00	\$15.00	\$15.00
Commercial (yoga, art, instructors, business seminars)	\$13.00	\$16.00	\$18.00	\$20.00
Damage Deposit for Rentals	\$150.00	\$150.00	\$150.00	\$150.00

Renters must pay a damage deposit prior to confirmation of bookings and usage. Community Groups with ongoing bookings may provide a single damage deposit for a calendar year.

If the Regional District determines that there has been no damage to a facility, the damage deposit will be refunded. In the event of damages to any portion of the facility, the renter will be responsible for all costs of repairing and restoring any damage PLUS a \$30 administration fee. Should the damage deposit be insufficient to make the necessary repairs, the renter will reimburse the Regional District immediately upon written notice.

2. Katherine Lake Campsites
- | | | |
|-----|---|----------|
| (1) | Tents – per site, per day | \$ 18.00 |
| (2) | Recreational Vehicles – per site, per day | \$ 22.00 |
3. Klein Lake Campsites
- | | | |
|-----|-------------------------------|----------|
| (1) | All sites – per site, per day | \$ 12.00 |
|-----|-------------------------------|----------|
4. Power Pole Rental @ Roberts Creek Pier
- | | | |
|-----|----------------------|----------|
| (1) | First day | \$ 40.00 |
| (2) | Each consecutive day | \$ 20.00 |