Appendix C: Evaluation Guidelines

The District will consider entering into Community Agreements with Community Collaborators to provide services or operations aligned with the District's current Official Community Plan (OCP), Strategic Plans, and Master Plans.

All projects received from a potential Community Collaborator — whether through a Community-Initiated or District-Initiated process — will be reviewed and scored using the following evaluation guidelines. This ensures that the acquisition of capital or services via a Fee-for-Service, Operating, or Capital Agreement is consistent, fair, and transparent.

The evaluation will be carried out by District Staff as follows:

$0 – $9,999
One authorized staff member, based on professional judgement.

$10,000 – $74,999
Panel review by two or more authorized staff, using the weighted criteria below.

$75,000 and above
Panel review by two or more authorized staff, using the weighted criteria below.

Upon completion of the evaluation, District Staff will prepare a report with recommended next steps for the appropriate authority level (Director, General Manager, Chief Administrative Officer, or Council) based on the District's Officer and Delegation Bylaw.

SCORING GUIDE

5 = Excellent
4 = Good
3 = Average
2 = Below Average
1 = Poor / Insufficient

Half marks (0.5) may be used.
Each section must meet its minimum score independently.

Section 1: Alignment With District Plans and Commitments

Weighting: 30%
Minimum: 15 / 20 points (75%)

#	Question	Considerations for Evaluators	Score
Q1	Align with the District's Official Community Plan, Strategic Plan, and Master Plans, including the Accessibility Plan.	Consider how the project addresses multiple aspects of the District's plans and commitments at the same time. Consider how the project contributes to long-term goals, not just short-term objectives. Consider the practicality and feasibility of implementing the proposed actions.	5 pts
Q2	Align with the District's commitments to Inclusion, Diversity, Equity, and Accessibility (IDEA).	Look for concrete actions that demonstrate alignment with each IDEA commitment area. Does the project outline improved accessibility for all community members? Look for specific strategies that promote inclusion, celebrate diversity, ensure equity, and enhance accessibility. Consider the practicality and feasibility of the proposed actions. Evaluate how the project ensures equitable benefits across different community groups.	5 pts
Q3	Align with the District's commitments to Truth and Reconciliation.	Assess how the project actively contributes to reconciliation efforts, including Indigenous participation and cultural preservation. Consider the practicality and feasibility of implementing the proposed actions.	5 pts
Q4	Align with the District's commitments to Climate Action.	Evaluate the project's potential to reduce carbon emissions and promote sustainable practices. Consider how the project contributes to the District's climate action goals. Consider the practicality and feasibility of implementing the proposed actions.	5 pts

Q1 + Q2 + Q3 + Q4 = Total

Total ÷ 20 × 0.30 = **S1 Weighted Score**

Section 2: Collaborator Qualifications and Project Execution

Weighting: 30%
Minimum: 11 / 15 points (75%)

#	Question	Considerations for Evaluators	Score
Q1	Outline why the Community Collaborator is uniquely positioned to deliver the capital, services, or operations proposed.	Does the project outline the collaborator's specific knowledge and skills relevant to the project? Does the project include a history of successful similar projects? Does the project include unique methodologies or approaches that set the collaborator apart? Does the project reference any awards, certifications, or notable achievements in their field?	5 pts
Q2	Outline the risks and liabilities associated with entering into the agreement, and the mitigation strategies in place.	Are all potential risks thoroughly identified? Does the project evaluate the likelihood and potential impact of each identified risk? Are the proposed methods for managing or eliminating risks realistic? Does the project confirm adherence to relevant local laws and regulations?	5 pts
Q3	Designate the roles and responsibilities of all parties, including the implications for District Staff time.	Are the roles and responsibilities for all parties explicitly defined? Are accountability measures for each party clearly detailed? Does the project include methods for ongoing communication and reporting between the Community Collaborator and the District? Does the project describe how roles and responsibilities could shift in the event of unexpected changes?	5 pts

Q1 + Q2 + Q3 = Total

Total ÷ 15 × 0.30 = **S2 Weighted Score**

Section 3: Financial and Resource Considerations

Weighting: 40%
Minimum: 11 / 15 points (75%)

#	Question	Considerations for Evaluators	Score
Q1	Articulate the anticipated short and long-term costs to the District in resources, including workload, capital, operating, and maintenance budget impacts.	Does the project include both short-term and long-term costs with detailed descriptions of direct expenses? Evaluate the impact on District resources, including staff workload and time commitments. Consider how the project affects capital, operating, and maintenance budgets.	5 pts
Q2	Is the project economically sustainable, with costs systematically analyzed? Does it propose leveraging other funding and outline a plan to diversify funding over the life of the agreement?	Does the project include a strategy for leveraging other funding sources? Does the project outline a realistic plan to diversify funding over time? Is the financial model clearly explained and validated?	5 pts
Q3	Does the project clearly outline the monetary and social return on investment for the District, including the potential to leverage funds?	Analyze the potential financial returns, including cost savings or revenue generation. Evaluate non-monetary benefits to the community, such as improved quality of life or environmental outcomes. Can the District use this investment to attract additional funding or resources? Does the project outline clear ownership of any resulting capital asset?	5 pts

Q1 + Q2 + Q3 = Total

Total ÷ 15 × 0.40 = **S3 Weighted Score**

Final Scoring

S1 Weighted Score	+	S2 Weighted Score	+	S3 Weighted Score	=	**Total Weighted Score**

Total Weighted Score × 50 = **Final Project Score**

Minimum required: 37.5 / 50 (75%)