

# HORNE LAKE GROUP OF COMPANIES - REQUEST FOR QUALIFICATION

## - RESOURCE MANAGER -

### OVERVIEW

The Horne Lake Group of Companies (HLGC) is issuing a Request for Qualification (RFQ) for individuals or businesses to provide resource sector related support services (“Resource Management Services”) to the Property Strata Manager/Agent (as defined by the *Strata Property Act*).

Due to the rural setting and the owned/managed assets of HLGC, HLGC has a unique need whereby the Property Strata Manager/Agent must possess natural resource management skills or have consistent access to this skill set. This RFQ is issued to ensure HLGC and the Property Strata Manager have on-going access to resource management skills.

The Strata Property Manager/Agent must designate a specific individual to act as the full time “Resource Manager”.

This RFQ will pre-qualify individuals or businesses as a potential Resource Manager to HLGC and the Property Strata Manager.

The Resource Manager must be available August 15, 2021 to commence a 1-month transition period (assume 25% workload) and be available September 15, 2021 on a full-time basis.

### ABOUT HORNE LAKE GROUP OF COMPANIES

The HLGC consists of three entities:

1. The Owners - Strata Plan VIS 5160 (the "Strata")
2. Horne Lake Community Association ("HLCA")
3. Horne Lake Resort Corp. ("Resort Corp")

The Strata is regulated by the *Strata Property Act* of British Columbia. It was incorporated to administer the common property and assets of the strata owners of the Horne Lake strata plan. The Owners - Strata Plan VIS 5160 is exempt from income tax under section 149(l) of the Income Tax Act.

Horne Lake Community Association is incorporated under the BC *Society Act* and is an association of The Owners – Strata Plan VIS 5160. The primary purpose of HLCA is to enhance the members' enjoyment of their properties. HLCA is a taxable entity under the *Income Tax Act*.

Horne Lake Resort Corp. is incorporated under the *Business Corporations Act* of British Columbia to hold the private managed forest land on behalf of the Strata and to hold the undeveloped strata lots. HLRC is a taxable entity under the *Income Tax Act*.

Collectively, HLGC is described as follows:

- (1) Comprised of 400-unit bare land strata at Horne Lake, BC. (near Qualicum, BC)
- (2) Functioning as an off-grid recreational community
- (3) Comprised of approximately 3,200 acres of common private forestlands (portions of which are designated as Managed Forest) located within the Regional District of Nanaimo
- (4) Responsible for approximately 17km of resource roads and associated drainage structures
- (5) Having activities with annual requirements under the *Private Managed Forest Land Act*, the *Environmental Management Act* and the *Fish Protection Act*.
- (6) Operating with a consolidated annual operating budget or approximately \$500,000 CAD.

## QUALIFICATIONS AND SERVICE LEVEL CRITERIA

HLGC requires qualified Resource Management Services on an initial 3-year term, with option to renew for an additional 3-years.

Preference will be given to proposals where the Resource Manager is not an owner.

### Minimum Qualifications and Services

The “Resource Manager(s)” must demonstrate the ability to meet the following minimum requirements prior to providing services to the HLGC via the Strata Property Manager:

1. Professional Qualifications – be in good standing (or listed as “retired”) with a regulator body governed by the BC Professional Governance Act, including but not limited to the following:
  - Applied Science Technologists and Technicians of British Columbia
  - College of Applied Biology
  - Association of Professional Engineers and Geoscientists
  - Association of British Columbia Forest Professionals
2. Legislation - working knowledge of the following legislation:
  - Private Managed Forest Land Act (and supporting regulations)
  - Water Sustainability Act (and supporting regulations)
  - Environmental Management Act (and supporting regulations)
  - Nanaimo Regional District Bylaws
  - Strata Property Act (and supporting regulations)
3. “Local” Office or Residence – reside (year-round) or have an office within 125km of HLGC assets.
4. WorkSafeBC - be designated as “active and in good standing” with WorkSafeBC.
5. Resource Management Experience – have a minimum of 10-years resource management experience (included forestry operations, resource roads, heavy equipment, etc.), project management and contract creation, negotiation and administration, as well as working knowledge of Microsoft 365 software (Outlook, Excel, Teams, SharePoint, etc.)
6. Available for Work:
  - May 1 to September 30 – be available on-site (on HLGC assets and to HLGC Council) 5 days per week; available via digital means (email, cellular phone, etc.) 2 days per week.
  - October 1 to April 30 - be available on-site (on HLGC assets and to owners) 2 days per work; available via digital means (email, cellular phone, etc.) 3 days per week.
  - Year Round – be available for up to 10 Strata Council Meeting (typically held in the evenings, first Monday of the month, approximately 2 hours in length).
7. Licences and Equipment – a vehicle capable for navigation resource roads (e.g., 4X4 truck) and valid BC Driver license.
8. Insurance - hold Commercial General Liability (CGL Insurance of \$3 million (including \$1 million in fire fighting expense)
9. Demeanor – as the “face” of the Strata Property Manager/Agent and the HLGC, the Resource Manager must be professional, courteous, self-motivated, solutions orientated and timely in responding to the Strata Property Manager/Agent, the Strata Council and HLGC owners.

Applicants must provide two current references who can attest to your entity’s ability to provide services to an organization of similar size and complexity.

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### Desired Skills

Preference will be given to those demonstrating the following desired skills:

1. Support to the Strata Property Manager/Agent – consistent with the *Strata Property Act*, support the Strata Property Manager meet the requirements for the requirements for the “Request for Proposal – Strata Manager/Agent” (refer to attachment)
2. Stakeholder Relations – skills to represent the HLGC with government bodies (e.g., Regional District of Nanaimo, Department of Fisheries, Ministry of Environment, Ministry of Transportation)
3. Interpersonal Relations – experience in conflict resolution.
4. Facilitation and Organization – ability to facilitate and organize projects such road maintenance activities, bylaw reviews, clean up campaigns, etc. and multi-task.

### RFQ Responses

Individuals or business may respond by providing a written response outlining:

1. Name and contact information – providing the applicant’s name, address, contact information, etc.
2. Minimum qualification and services – describing how the applicant meets the minimum requirements noted above.
3. Desired skills - describing how the applicant meets the minimum requirements noted above.
4. Fee Structure – describing the fee structure to deliver the services described above.
5. Interview – agreeing to an interview (due to COVID via Teams or Zoom, where appropriate) with representatives of HLGC.

Responses are t be submitted via email to [president@hornelake.bc.ca](mailto:president@hornelake.bc.ca) by no later than May 7, 2021.

### Evaluations

Responses will be evaluated and ranked based criteria including, but not limited to the following:

1. Qualifications (minimum and desired)
2. Experience
3. Office/Residence distance from Horne Lake
4. Fee Structure
5. References
6. Other – comments to describe (for example) how you/your business from others being considered and why you as an applicant would be the best decision.

Applicants meeting initial pre-qualification requirements will be contacted for interviews between May 15 – June 10, 2021.

### Questions

Questions regarding this RFQ may be submitted via email to [president@hornelake.bc.ca](mailto:president@hornelake.bc.ca)