



**REGIONAL DISTRICT
of Fraser-Fort George**

**REQUEST FOR PROPOSALS DS-26-01
Electoral Area H Official Community Plan**

Date Issued

April 30, 2026

Closing Location

155 George Street, Prince George, BC V2L 1P8
purchasing@rdffg.bc.ca

Closing Date

Friday May 22, 2026 at 2:00 p.m. PST
No Public Opening

Inquiries

Project Manager:
Kenna Jonkman at kjonkman@rdffg.bc.ca
Inquiries deadline: Tuesday, May 12, 2026 at 4:00 pm

Late submissions are not considered



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REQUEST FOR PROPOSALS – ELECTORAL AREA H OFFICIAL COMMUNITY PLAN

RFP NUMBER: DS-26-01

ISSUE DATE: April 30, 2026

1.0 RFP DOCUMENTS

RFP documents may be obtained on, or after the Issue Date as follows:

- a) in a PDF (public document format) file format from the Regional District's website at www.rdffg.bc.ca; or
- b) on the BC Bid website at www.bcbid.gov.bc.ca.

All subsequent information regarding this RFP, including amendments, addenda and answers to questions will also be available as above.

Acknowledgement Letter

Upon receipt of this RFP, a potential Proponent should complete and sign the Acknowledgement Letter at Appendix A, and email the signed Acknowledgement Letter to Kenna Jonkman, Project Manager at kjonkman@rdffg.bc.ca. A Proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any Proponent who does not submit the Acknowledgement Letter will not be sent any amendments, addenda, or answers to questions and may be disqualified.

2.0 DELIVERY OF PROPOSALS AND CLOSING DATE

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. otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound.

The Regional District will accept Proposals submitted by email or by delivery directly to the Regional District main office. All Proposals must be submitted to the Regional District's General Manager of Financial Services by 2:00 p.m. (local time) on **Friday, May 22nd, 2026**.

Proposals submitted by fax will **NOT** be accepted. Any Proposal received after the closing date and time will be considered disqualified and will be returned to the Proponent.



Submissions must be directly delivered to the Regional District in either:

- Email format with the Proposal attached to the email in a PDF, or equivalent, format and emailed to purchasing@rdffg.bc.ca. The subject line should read “**DS-26-01 – Electoral Area H Official Community Plan – Insert Proponent Name**”; or
- Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent, format; or
- Hard copy format, including three (3) complete Proposal copies.

If submitting in a mail format (USB or hard copy), Proponents should submit it in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):

1. Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
2. Request for Proposals
DS-26-01 – Electoral Area H Official Community Plan
3. Responding Proponent’s name and address.

3.0 PROPONENTS MEETING

There will be no Proponent’s meeting for this RFP.

Questions relating to this RFP must be emailed directly to the Project Manager:

Kenna Jonkman, RPP, MCIP
General Manager of Community and Development Services
kjonkman@rdffg.bc.ca

Deadline for question submissions if 4:00 pm PST Tuesday, May 12, 2026

4.0 SUMMARY OF OPPORTUNITY

The Regional District of Fraser-Fort George is seeking to award a contract to an experienced proponent who can demonstrate the ability to supply and deliver an Electoral Area H Official Community Plan, which meets or exceeds the specifications contained within this Request for Proposal.

Further details as to the scope of this opportunity and the requirements can be found in Appendix “F” – Scope of Work of this RFP.

5.0 RFP PROCESS RULES

5.1 Definitions

“Addenda” or “Addendum” means all additional information regarding this RFP including amendments to the RFP.



“BC Bid”	means	the BC Bid website located at www.bcbid.gov.bc.ca .
“Board”	means	the Board of the Regional District.
“Closing Location”	means	includes the location or email address for submissions indicated on the cover page of this RFP, 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 final agreement that comprises a completed set of the Proponent’s RFP submission, this RFP and all documents, specifications, and addenda incorporated therein.
“Contractor”	means	the successful Proponent to the RFP who enters into a Contract with the Regional District.
“Project Manager”	means	the Regional District’s representative.
“Proponent”	means	an individual or firm that submits, or intends to submit, a proposal response to this Request for Proposal.
“Proposal”	means	a submission in response to this Request for Proposals.
“Regional District” or “RDFFG”	means	the Regional District of Fraser-Fort George.
“Request for Proposals” or “RFP”	means	the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits as may be modified in writing from time to time by the Regional District by Addenda.
“must”	means	a requirement that must be met in order for the Proposal to receive consideration.
“should” or “may”	means	a requirement having a significant degree of importance to the objective of the request for Proposals, but which the Regional District would strongly prefer to be fulfilled, and which the Regional District may in its sole discretion elect to treat the failure to fulfill as a grounds for rejection of a Proposal.

5.2 Acceptance of Terms and Conditions

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

5.3 Submission of Proposal

Proposals must be submitted before the Closing Time using one of the submission methods set out in Section 2.0 of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of the submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

5.4 Clarification of RFP Content and Document Completeness

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the Proponent will be deemed conclusively



to have been in possession of a full set of the RFP documents.

Proponents finding discrepancies, errors, or omissions in this RFP, or requiring clarification on the meaning or intent of any part therein, should immediately request clarification from the Project Manager, by email to kjonkman@rdffg.bc.ca.

All requests for clarification or inquiries must be made by 4:00 pm on Tuesday, May 12th in order that addendum(s), if necessary, are issued in time for all Proponents to complete their proposal submission and have it delivered to the Regional District office prior to the Closing Time on the submission date.

If the Regional District, in the Regional District's sole discretion, determines that a clarification, addition, deletion, or revision of this RFP is required, then the Regional District will issue an addendum and the addendum will be posted on the Regional District's website and BC Bid.

It is the sole responsibility of the Proponent to check for addendums.

5.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the Proposal receipt time as recorded by the Regional District at the Closing Location will prevail whether accurate or not.

5.6 Changes to Proposals

By submitting written notice, the Proponent may amend or withdraw its Proposal before the Closing Time. Proponents should use a consistent submission method for submitting Proposals and any amendments or withdrawals.

5.7 Conflict of Interest

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a Conflict of Interest Disclosure Statement (Appendix E).

The Regional District may reject a Proposal based on an actual, potential or perceived conflict of interest.

The Regional District may reject any Proposal where:

- a. one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District or a proponent involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a proponent involved in the procurement process; or
- b. in the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee or director of the Regional District or a proponent involved in the procurement process or is a member of the immediate family of an officer, employee or director of the Regional District or a proponent involved in the procurement process.



5.8 Sub-Contractors

All sub-contractors, including affiliates of the Proponent, should be clearly identified in the Proposal.

A Proponent may not sub-contract to a firm or individual whose current or past corporate or other interests, may, in the Regional District's opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in this RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of this RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of this RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed sub-contractor might be in a conflict of interest, the Proponent should consult with the Project Manager 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, perceived or potential, in respect of this RFP.

5.9 Rejection of Proposal

The Regional District may, in its sole discretion, reject any and all Proposals, or accept the Proposal deemed most favourable in the interests of the Regional District. The lowest price, or any Proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by this RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District's intent is to enter into a Contract with the Proponent who has submitted the best value proposal. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP. The Regional District reserves the right in its sole unrestricted discretion to:

- a. accept any Proposal which the Regional District deems most advantageous to itself;
- b. reject any and/or all irregularities in a Proposal submitted;
- c. waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal;
- d. reject any and/or all Proposals for any reason, without discussion with the Proponent(s);
- e. accept a Proposal which is not the lowest price Proposal; and
- f. cancel or reissue this RFP without any changes.

Without limiting any other provision of this RFP, the Regional District may, in its sole discretion, reject a Proposal submitted by a Proponent, if the Proponent or any officer or director of a corporate Proponent, is, or has been within a period of two years prior to the Closing Time, 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.



5.10 Liability for Errors

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in the preparation of this RFP, supply of oral or written information to Proponents, review of Proposals or the carrying out of the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

5.11 Limitation of Liability

Each Proponent, by submitting a Proposal, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Request for Proposal process; if the Regional District does not award or execute a contract; or, if the Regional District is subsequently determined to have accepted a noncompliant Proposal or otherwise breached or fundamentally breached the terms of this Request for Proposals, with the exception of fraud on the Regional District's part.

5.12 Ownership of Proposals and Freedom of Information

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this RFP. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

All documents, including Proposals, submitted to the Regional District become the property of the Regional District.

The Proponents acknowledge that certain details of the Proposals could be discussed at an open meeting of the Board.

5.13 Confidentiality

In accordance with the *Freedom of Information and Protection of Privacy Act*, the Proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.

5.14 Obligation to Hold Prices

In order to receive consideration, Proponents are required to hold their Proposal open for acceptance for sixty (60) days following the Closing Time.



6.0 PROPOSAL FORMAT

The following format and sequence should be followed in order to provide consistency in responses and to ensure each Proposal receives full and complete consideration. All pages should be consecutively numbered.

- a. Title page, including RFP number and title, Proponent's name and address, telephone number, email address, and contact representative.
- b. One-page letter of introduction **SIGNED** by the authorized signatory of the Proponent.
- c. Table of contents including page numbers.
- d. A summary of the key features of the Proposal including an understanding of engagement.
- e. Work Plan including approach, methodology, and timelines.
- f. Engagement Strategy including approach, methodology and timelines.
- g. Proponent/ Team Qualification and Experience and Experience with Local Government on Similar OCP Projects.
- h. Three (3) references that may be contacted for purposes of confirming your company's experience.
- i. All-inclusive pricing information.
- j. **All amendments and addenda, if any, issued for this RFP. Each amendment and addenda should be signed by the Proponent and should be included with the Proposal and will form part of the Proposal and Contract.**
- k. Completed and signed Appendix E, Conflict of Interest Disclosure Statement.

7.0 PROPOSAL EVALUATION

7.1 Proposal Evaluation

All Proposals will be evaluated by the Regional District to assess the qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP. Proposals will be assessed by a committee formed by the Regional District.

7.2 Selected Proponent Negotiations

The Regional District, in its sole discretion, may enter into contract negotiations with a selected Proponent, or Proponents, based only on the evaluation of the written Proposal(s), and/or an evaluation of the combination of the written Proposals and/or detailed discussions.

The Regional District may enter into negotiations with any Proponent without requiring any other



Proponents to make any presentations or require any other Proponents to enter into detailed discussions with the Regional District.

7.3 Termination of Negotiations and/or RFP Process

The Regional District may terminate contract negotiations with any Proponent and enter into contract negotiations with any other Proponent if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected Proponent will not be satisfactorily completed in the best interests of the Regional District. The Regional District may, in its sole discretion, reject any or all Proposals at any time throughout the Proposal evaluation, Proponent selection, or contract negotiation process.

7.4 Compliance with RFP Requirements

All terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

All items in the Proposal that are **not** in full compliance, or that vary from the specific requirements, should be clearly identified in the Proposal as non-compliant and/or variant, and should include specific reference to the relevant section in this RFP and the precise nature of the variance or non-compliance. Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a Proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, will be in the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter detailed discussions, or negotiations with the Proponent(s).

8.0 SELECTION AND EVALUATION

8.1 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a Proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful Proponent on a combination of the criteria.

8.2 Evaluation Criteria

DS-26-01 – ELECTORAL AREA H OFFICIAL COMMUNITY PLAN	
EVALUATION CRITERIA	WEIGHT
Proposal Quality & Clarity	5
Understanding of Engagement	5
Work Plan Approach, Methodology and Timeline	25
Engagement Strategy Approach, Methodology and Timeline	25
Proponent/ Team Qualification and Experience and Experience with Local Government on Similar OCP Projects	15
References	5
Proposed All-Inclusive Fees	20
Total	100



Additional information regarding the evaluation criteria is as follows:

- a) Understanding of Engagement
 - i. The Proposal should demonstrate a clear and coherent understanding of the Regional District's requirements and needs.
 - ii. Indicate why you are interested in the Regional District as a client.
 - iii. Demonstrate understanding of Regional District structure and governance.

- b) Work Plan Approach, Methodology and Timeline
 - i. A statement of understanding of the services to be performed and the ability and commitment to fulfill the responsibilities as described.
 - ii. Details of proposed work plan approach and methodology for each phase of the project as outlined in Appendix 'F' – Scope of Work, including the timing and duration of each.
 - iii. Indicate that you are able to meet the Regional District's expected deliverables and timelines as outlined in Appendix 'F' – Scope of Work
 - iv. Detail the time required at the Regional District's office based on the proposed work plan.
 - v. Detail the expected responsibilities required of Regional District administration to support the project based on the proposed work plan.

- c) Engagement Strategy Approach, Methodology and Timeline
 - i. Details of proposed engagement strategy approach and methodology for each phase of the project as outlined in Appendix 'F' – Scope of Work, including the timing and duration of each.
 - ii. Detail the time required at the Regional District's office based on the proposed work plan.
 - iii. Detail the expected responsibilities required of Regional District administration to support the project based on the proposed engagement strategy.

- d) Proponent/ Team Qualifications and Experience and Experience with Local Government on Similar Official Community Plan Projects
 - i. Provide overview of Proponent's history and current leadership team.
 - ii. Provide resumes of proposed leadership team and team members that will work on the project.
 - iii. Outline any specific local government expertise of proposed leadership team and team members.
 - iv. Outline any specific experience in development of an Official Community Plan for local governments of similar size and scope of proposed leadership team and team members.
 - v. Provide information on how the Proponent ensures their staff is qualified and up to date with Land Use Planning, including regional and rural context, Indigenous Government engagement and community sustainability practices pertaining to the development of an Official Community Plan.
 - vi. Provide detailed information of any partners / sub-contractors the Proponent intends to use, including their qualifications to undertake the work.
 - vii. Provide details regarding the Proponent's business continuity plan to ensure that the leadership team and team members can continue to conduct the work required for the duration of the project.
 - viii. Provide examples of value-added services provided by the Proponent to its clients.



- e) References
 - i. Proponents should identify a minimum of three (3) local government references for which the Proponent has performed similar services in the last three (3) years, complete with a summary of the work performed, leadership team and team members involved in the project, the name of the Project Manager for the organization and their contact information.
- f) Proposed All-Inclusive Fees
 - i. Provide all-inclusive pricing information related to performing the project as described in this RFP. This price should be inclusive of all direct and indirect costs, including out-of-pocket expenses.
 - Include the pricing for each stage of the work plan
 - ii. Provide an estimate of the total number of person hours required to provide services.
 - iii. Provide hourly rates for each category of leadership team and team members for additional work.
 - iv. Provide pricing structure (hourly rates or lump sum) for special projects or additional value-added services beyond the scope of this project.

9.0 CONTRACT

9.1 Form of Contract

The form of contract will be similar in form to the sample contract shown in Appendix D, subject to negotiation between the Regional District and the Proponent and will include this RFP, Conflict of Interest Disclosure Statement, all appendices, amendments and addenda, as well as the successful Proponent's submission.

9.2 Notification

Approval of a Proponent and the award of a Contract is expected to occur no later sixty (60) days following the Closing Time. The Regional District, in its sole judgment, may delay the award of Contract date as deemed appropriate by the Regional District.

10.0 CONTRACT PRICE

The Proponent shall submit a Base Contract Price for the provision of the Services as described in this RFP. The Base Contract Price shall include all costs necessary to complete the work, including labour, materials, overhead, profit, and all applicable expenses, but shall be exclusive of contingency and applicable taxes. All prices shall be stated in Canadian dollars, and applicable taxes shall be shown as a separate line item.

The Proponent is permitted to include a Contingency value in Appendix C - Schedule of Prices, expressed as a percentage applied to the Base Contract Price, set aside as a risk allowance to accommodate minor, unforeseen, and within-scope adjustments necessary to complete the Services described in this RFP.

Any contingency amount identified in Appendix C – Schedule of Prices shall be shown separately and shall not form part of the Contract Price and may only be used with prior written approval of the Regional District. The use of contingency shall not alter the overall scope, intent, or deliverables of the Services. Any unused contingency shall not be payable to the Service Provider.



**Appendix "A"
ACKNOWLEDGEMENT LETTER**

The undersigned has received a full set of RFP DS-26-01 – Electoral Area H Official Community Plan Documents.

Authorized Signatory Signature

Name of Proponent

Name of Signatory (please print)

Address

Title

City, Province, Postal Code

Phone Number

Email

Date

I/We presently intend to provide / not to provide a Proposal.

Please return immediately by mail, hand delivery, or by email to the Project Manager:

Kenna Jonkman, RPP, MCIP, General Manager of Community and Development Services
1st floor, 155 George Street, Prince George, BC, V2L 1P8
kjonkman@rdffg.bc.ca



**APPENDIX "B"
GOODS AND SERVICES TAX INFORMATION**

Supplier:

Name

Address

City

Province

Postal Code

Phone Number

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, Please fill in the following (check appropriate box):

Supplier qualifies as a small supplier under s.148 of the legislation

Other: Specify _____

WorkSafe BC Registration Number: _____

Signature of Authorized Person

Print Name

Title

Date



**Appendix “C”
SCHEDULE OF PRICES**

1. Project Budget

The Proponents are encouraged to submit a schedule of prices within their proposal detailing each project element and the budget for that element. The following is an example of a schedule of prices.

A quarter of your proposed budget should be dedicated to the implementation of the engagement strategy.

All prices for the work are to be Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.

#	Project Element	Time Estimate	Budget
A.	Project Initiation and Management		\$
B.	Technical Review and Issues Identification		\$
C.	Engagement		\$
D.	Draft the Official Community Plan		\$
E.	Feedback		\$
F.	Finalize and Bylaw Approval		\$
G.	Additional Expenditures: Travel, Communications, Accommodation, etc.		\$
H.	Base Contract Price =(A+B+C+D+E+F+G)		\$
I.	Taxes	%	\$
J.	Total Contract Price = (H+I)		\$
K.	Contingency = (_)% of (H)		\$

Authorized Signature

Name and Title

Date



**Appendix “D”
SAMPLE CONTRACT**

BETWEEN:

REGIONAL DISTRICT OF FRASER-FORT GEORGE
a local Government incorporated pursuant to the *Local Government Act*
and having its business office located at:
155 George Street
Prince George, BC, V2L 1P8

(hereinafter called the “Regional District”)

OF THE FIRST PART

AND

THE CONTRACTOR
A company duly incorporated under the laws of British Columbia
and having its business office located at:
Street Address
City, Province, Postal Code

(hereinafter called the “Contractor”)

OF THE SECOND PART

NOW, THEREFORE, in consideration of the mutual undertakings and subject to the terms set forth below and intending to be legally bound, the parties agree as follows:

- 1. SCOPE OF SERVICES:** The Regional District requires Services as proposed by the Contractor in their Proposal in response to Request For Proposal DS-26-01 Electoral Area H Official Community Plan that may include, but are not limited to, the following:

(To be finalized as per accepted proposal)

The terms of this Service Agreement will come into effect on the execution of the Service Agreement and will remain in force until the Work is completed. Services will commence upon award and signing of this Service Agreement. A start date for the commencement of the outlined services will be mutually agreed upon by the Regional District and the Contractor.

- 2. DELIVERABLES**

The Regional District will become the sole owner of the materials provided as a deliverable of the Service Agreement. All documents related to the Service Agreement shall be provided to the Regional District in hard copy and an electronic format. All drawings will be in an AutoCAD 2007 or higher format. All text documents will be in a Microsoft Word and PDF format. All table documents will be in a Microsoft Excel xlsx format.

- 3. DURATION OF SERVICE AGREEMENT:** The duration of the Service Agreement will be from 12:01 a.m., on the execution of the Service Agreement and will conclude upon completion of the project.

- 4. TERM AND TERMINATION:** The term of this Agreement shall commence on *date to be determined* and shall continue in effect until terminated by either party as provided herein. Either party may terminate this Agreement at any time, with or without cause, by providing not less than thirty (30) business days advance written notice to the other party. The Contractor or the Regional District may terminate this Agreement



immediately in writing if either party becomes insolvent, enters bankruptcy, receivership, or other like proceeding (voluntary or involuntary) or makes an assignment for the benefit of creditors.

5. NOTICE OF DEFAULT: If the Contractor is in default of the performance of any of its material obligations set out in this Agreement, then the Regional District may, by written notice to the Contractor, require such default to be corrected. If within fifteen (15) days' receipt of such notice the default has not been corrected or reasonable steps, as determined by the Regional District in its sole discretion, have not been taken to correct the default, the Regional District without limiting any other right it may have, may immediately terminate this Agreement.

5.1 The Regional District shall compensate the Contractor for all Services performed hereunder through the date of any termination and all-reasonable costs and expenses incurred by the Contractor in effecting the termination. All drawings, plans or other documents resulting from the Services, whether complete or in a draft form, produced by the Contractor prior to the termination of the Agreement, will be provided to the Regional District within ten (10) business days of the termination date.

6. SCHEDULE OF PRICES: The Contractor will be compensated for its Services. See Schedule Below (To be Completed as per the accepted Proposal)

<u>SERVICE</u>	<u>AMOUNT (GST EXTRA)</u>
	\$

6.1 The Regional District shall pay to the Contractor, within thirty (30) days of receipt of an invoice from the Contractor, the amount owing for the Services performed to the date of the invoice. All invoices from the Contractor must reference DS-26-01 Electoral Area H Official Community Plan.

6.2 Where the Regional District has established a milestone date for the performance or completion of certain of the Services, and the Contractor has not completed the Services in accordance with the milestone date, then the Regional District shall not be obligated to pay the Contractor under this section until the Contractor has completed the milestone event.

6.3 Where the Regional District is not satisfied with the Services provided by the Contractor, the Regional District may suspend payment in an amount sufficient to protect itself against loss on account of the failure to provide the Services or claims against the Regional District by other persons.

7. STANDARD OF CARE: The Contractor will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by other members of the Contractor's profession currently practicing in the same locality under similar conditions. This includes ensuring that any Qualified Professionals have acquired sufficient knowledge of the work to be completed and are properly qualified to complete such work. All deliverables will include the seal, or equivalent, and signature of the Qualified Professional and include a disclosure statement that the individual(s) is qualified to undertake the Work.

8. INDEPENDENT CONTRACTOR: The Contractor shall be fully independent and shall not act as an agent or employee of the Regional District. The Contractor shall be solely responsible for its employees, and any subcontracts the Contractor lets, and for their compensation, benefits, contributions, and taxes, if any.

9. INSURANCE: The Contractor shall, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Service Agreement term, the following insurances with insurers licensed in the Province of British Columbia, in forms acceptable to the Regional District. All required insurance (except automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change. The Contractor will provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of this Service Agreement:



- i. Commercial General Liability (CGL), written on an occurrence based form, in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Regional District is to be added as an additional insured. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Cross Liability Cover, Broad Form Products & Completed Obligations, Personal Injury, Blanket Contractual, and Cross Liability.

Prior to execution of a Service Agreement, the Contractor will supply a Certificate of Insurance demonstrating coverage requirements as listed above.

Professional Liability (Errors and Omissions) insurance for a minimum of 36 months following completion of all Services, or until substantial implementation of the Plan has commenced, whichever is later, relevant to claims asserted by the Regional District in an amount of \$3,000,000 in respect of each claim or occurrence and in the aggregate. If the Proponent does not maintain continuous coverage, the Proponent shall provide an Extended Reporting Period ("tail coverage") endorsement.

- ii. Where the Contractor requires the use of automobiles to undertake the work of the Contract, the Contractor will have the following:
 - Automobile Liability on all vehicles owned, operated, or licensed in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
 - Non-owned Automobile Liability insurance in an amount not less \$2,000,000 per occurrence.
- iii. Equipment insurance on all equipment owned or rented by the Contractor is to be insured to its full insurable value. The Contractor hereby agrees that the Regional District is not responsible for any costs for loss or repair of equipment used by the Contractor other than those costs already provided in the Schedule of Prices herein.

The Contractor shall ensure that all sub-contractors forming from this Service Agreement meet and are bound by the insurance requirements outlined above.

10. **WORKSAFE:** The Contractor will ensure that all work performed in British Columbia by the Contractor is performed in compliance with the British Columbia WorkSafe BC and regulations and guidelines under this *Act*. If the Contractor does not comply with this requirement, the Regional District may terminate this Service Agreement for cause without prior notice to the Contractor.

The Contractor must be registered and in good standing at all times with WorkSafeBC, or an equivalent Provincial Authority, if required or permitted under the Act and shall maintain such good standing during the term of this contract and any subsequent extensions. It is the responsibility of the Contractor to determine their registration status. Prior to commencing the project, the Contractor will be required to supply a Clearance Letter that the Contractor is in good standing with WorkSafeBC, or an equivalent Provincial Authority. The Regional District may request a Clearance Letter at the conclusion of the Project demonstrating the Contractor has maintained its good standing through the Project period and payments are current.

When requested to do so by the Regional District, the Contractor will provide an Occupational Health & Safety Plan and any supporting procedures and records pertaining to the Work under the Service Agreement.

11. **INDEMNITY:** The Contractor shall release, indemnify, defend and save harmless the Regional District, its officers, employees, servants and agents of and from all claims, costs, losses, damages, actions, classes of action, expenses and costs arising out of or relating to the Contractor's breach of this Agreement or the negligent acts or omissions of the Contractor or its employees, contractors or agents.



- 12. CHANGES IN THE WORK:** The Regional District, without invalidating this Contract, may make changes by altering, adding to, or deducting from the Work. The Service Provider will proceed with the Work as changed and the Work will be executed under the provisions of this Contract. No changes will be undertaken by the Service Provider without written order of the Regional District, and no claims for additional compensation will be valid unless the change in writing was so ordered. The Regional District will entertain no payment for extra work or changes in this Contract unless a Change of Work Order is completed and signed by the Regional District and the Service Provider. Any request by the Consultant for a Change Order under this Contract shall comply with the Regional District of Fraser-Fort George Delegation Bylaw No. 3276, as amended by Bylaw No. 3339. All Change Orders will be assessed against the Contingency value proposed by the Service Provider in Appendix B – Section 2 Schedule of Prices.
- 13. NOTICE:** Any notices related to this Agreement shall be in writing and either mailed or delivered to the address on Page 1 of this Agreement, or other such addresses that either the Regional District or the Contractor may substitute by written notice to the other party. Any such notice will be deemed to be received within seven (7) business days after the time of mailing, if mailed, and upon the date of delivery, if delivered. If normal mail service is interrupted by postal dispute or force majeure, notice will be hand delivered, not mailed.
- 14. FORCE MAJEURE:** If either the Contractor or the Regional District are prevented from performing their obligations under the Agreement, or where the Regional District's work in respect of which the Contractor is providing Services cannot be performed, because of an act of God, an act of a legislative, administrative or judicial entity, fire, flood, labour strike or lock-out, epidemic, unusually severe weather, or other similar cause outside of the control of the Parties (collectively "Force Majeure"), then the obligations of the Contractor and the Regional District under the Agreement shall be suspended for so long as the conditions constituting Force Majeure continues. The Party affected by Force Majeure shall provide the other Party with notice of the anticipated duration of the Force Majeure event, any actions being taken by the Party providing notice to avoid or minimize the effect of the Force Majeure event, and shall make reasonable efforts to remove or mitigate the effects of the condition constituting Force Majeure. Upon the termination of the Force Majeure event, the Regional District shall grant to the Contractor a time extension for performance of any milestone dates required as part of the Services as may be agreed with the Contractor or, if the Regional District and the Contractor are unable to reach agreement, as determined by the dispute resolution process under Section 18 of the Agreement. Where, as a result of Force Majeure, there is a material increase in the Contractor's cost of or the time required for the performance of the Services that is not offset by a decrease in cost, then the Regional District shall increase the amount of the service fee payable to the Contractor under Section 6 of this Agreement, as may be agreed by the Contractor or as determined under Section 18 of the Agreement. If the event of Force Majeure results in a material increase in the cost of the work to be performed in respect of which the Contractor is providing the Services, then the Regional District may choose not to proceed with the completion of the work and may terminate this Agreement. If the Regional District terminates this Agreement following the termination of the Force Majeure event, then it shall compensate the Contractor in accordance with Section 5.1 of this Agreement.
- 15. INSTRUMENTS OF SERVICE:** All reports, drawings, plans, or other documents (or copies) furnished to the Contractor by the Regional District will be returned to the Regional District upon completion of the Services. The Contractor may retain one (1) copy of all such documents. All reports, drawings, plans, documents, software, source code, object code, field notes and work product (or copies thereof) in any form prepared or furnished by the Contractor under this Agreement are instruments of service. The Contractor may retain one (1) copy of all documents produced for the Regional District under this Agreement.
- 16. REGIONAL DISTRICT'S RESPONSIBILITIES:** The Regional District agrees to, within reason, convey and discuss relevant materials, data, and information in possession of the Regional District with the Contractor.

 - 16.1 The Regional District shall release, indemnify, defend, and save the Contractor harmless from and against any liability, claim, judgment, demand, or cause of action arising out of or relating to: (i) the Regional District's breach of this Agreement; (ii) the negligent acts or omissions of the Regional District or its employees, contractors, or agents.



- 17. **ASSIGNMENT AND SUBCONTRACTING:** This Agreement does not create any right or benefit in anyone other than the Regional District and the Contractor and shall not be assigned by either party without the prior written approval of the other party.
- 18. **DISPUTE RESOLUTION:** If a claim, dispute, or controversy arises out of or relates to the interpretation, application, enforcement, or performance of Services under this Agreement, the Contractor and the Regional District agree first to try in good faith to settle the dispute by negotiations between senior management of the Contractor and the Regional District. If such negotiations are unsuccessful, the Contractor and the Regional District agree to attempt to settle the dispute by arbitration if both parties agree. If the dispute cannot be settled through arbitration, the Contractor and the Regional District may agree to attempt to settle the dispute through good faith mediation. If the dispute cannot be resolved through mediation and unless otherwise mutually agreed, the dispute shall be settled by litigation in an appropriate court in the Province of British Columbia.
- 19. **WAIVER OF TERMS AND CONDITIONS:** The failure of either the Contractor or the Regional District in any one or more instances to enforce one or more of the terms or conditions of this Agreement or to exercise any right or privilege in this Agreement or the waiver by the Contractor or the Regional District of any breach of the terms or conditions of this Agreement shall not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same shall continue and remain in force and effect as if no such failure to enforce had occurred.
- 20. **SEVERABILITY:** Every term or condition of this Agreement is severable from others. Notwithstanding any possible future finding by a duly constituted authority that a particular term or provision is invalid, void, or unenforceable, this Agreement has been made with the clear intention that the validity and enforceability of the remaining parts, terms, and provisions shall not be affected thereby.
- 21. **GOVERNING LAWS:** This Agreement shall be governed and construed in accordance with the laws of the Province of British Columbia.
- 22. **ENTIRE AGREEMENT:** The terms and conditions set forth herein and RFP DS-26-01 and the Contractor's Proposal submission constitute the entire understanding and agreement of the Contractor and the Regional District with respect to the Services and Work to be completed. All previous proposals, offers, and other communications relative to the provisions of these Services are hereby superseded. The Regional District and the Contractor agree to reference this Agreement as governing terms and conditions. Any changes to the terms and conditions set forth herein will be mutually agreed to and will be included, in writing, in a Change of Work Order.
- 23. **RELATIONSHIP:** The legal relationship between the Contractor and the Regional District shall be that of an independent contractor and purchaser of Services, and, in particular and without limiting the generality of the foregoing, nothing in this Agreement shall be construed so as to render the relationship between the Contractor and the Regional District to be that of employee and employer.

23.1 This Agreement shall not prevent either party from entering into similar agreements for Services from or to others.

The Regional District and the Contractor have caused this Agreement to be executed by their respective duly authorized representatives.

REGIONAL DISTRICT OF FRASER-FORT GEORGE

General Manager of Community and Development Services

Date



[PROPONENT NAME]

Signature

Signature

Name

Name

Title

Title

Date

Date



Appendix "E"
CONFLICT OF INTEREST DISCLOSURE STATEMENT

PROCUREMENT PROCESS

DS-26-01 – Electoral Area H Official Community Plan

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Proponent on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Vendor with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Signature of Person Making Disclosure

Print Name of Person Signing Disclosure

Date Signed



**Appendix “F”
SCOPE OF WORK**

PURPOSE

Electoral Area H Robson Valley-Canoe Downstream Official Community Plan Bylaw No. 1948, 2001 and Robinson Valley-Canoe Upstream Official Community Plan Bylaw No. 2290, 2006 are the existing Official Community Plans for the region. Due to the age of the documents, the Regional District of Fraser-Fort George (RDFFG) is requesting submission of proposals from proponent teams with proven experience in regional and rural land use planning, Indigenous Government engagement and community sustainability for the consolidation, preparation and introduction of one (1) new Electoral Area H Robson Valley-Canoe Official Community Plan (OCP), including graphics and maps, that is technically sound, easy to interpret, and reflective of local context.

This document outlines the overall scope of proponent services, sets out the basic requirements for the proposal document and provides the evaluation criteria to be used as a basis for awarding the OCP review and update assignment.

This document also outlines minimum requirements for the preparation and introduction of the Electoral Area H Robson Valley-Canoe Official Community Plan, including engagement of the community, Indigenous Governments and affected parties in establishing a community vision, goals and objectives.

There are several sections to this project that will require specific expertise. If a proponent team does not have the expertise on a particular component, it is recommended that the proponent partner with others who do have the level of expertise.

BACKGROUND

Regional District of Fraser-Fort George

The RDFFG was incorporated in 1967 and is located in the central interior of British Columbia. The Regional District is a federation of four (4) municipalities and seven (7) electoral areas and is governed by a fourteen (14) member board.

The Regional District’s Planning Services prepares plans and policies to guide development, balancing the needs of the community with economic, social and environmental considerations to protect the character of the area and quality of life for existing and future generations of the RDFFG.

The principal functions of Land Use Planning are:

- to prepare land use plans and policies to promote the allocation of resources in support of planned and orderly development for RDFFG Board consideration;
- to serve the community by responding to a wide range of inquiries and applications related to the use and development of land;
- to administer RDFFG land use bylaws, standards and policies;
- to provide the opportunity for meaningful public consultation which respects policy and the law; and
- to act as advisors to the RDFFG Board on planning and development matters.

Policies of the RDFFG Board concerning land use are expressed in the form of Official Community Plans and regulations adopted in the form of bylaws.



The Regional District of Fraser-Fort George has seven Electoral Areas (A, C, D, E, F, G and H) with a total of eight Official Community Plans and one Rural Land Use Bylaw.

Electoral Area H Context

The Electoral Area H is a large area that occupies approximately 15,000 km² of land and includes the settlements of unincorporated areas of Dome Creek, Crescent Spur, Dunster, and Tete Jaune Cache. The Village of McBride and the Village of Valemount are municipalities within Electoral Area H. The population of Electoral Area H is 1,589 (2021 Census) and includes approximately 1,894 privately owned parcels of land.

The Regional District acknowledges that Electoral Area H is within the traditional territories of ten (10) Indigenous Governments, including: Adams Lake Indian Band, Ktunaxa Nation Council, Lhtako Dene Nation, Lheidli T'enneh First Nation, Neskonlith Indian Band, Shuswap Band, Simpcw First Nation, Skwłāx te Secwepemcúłecw, Tsq̓ésceñ First Nation and Xatśúll First Nation. Additional Indigenous Governments may be identified as having an interest in the project that have not been previously identified.

Regional District services provided within Electoral Area H include fire services, emergency preparedness, community halls and recreation facilities, parks, cemetery, heritage conservation, solid waste management, building inspections, and land use planning. There are two (2) volunteer fire departments established in Electoral Area H: McBride and District and Valemount and District.

The existing Electoral Area H Official Community Plans were adopted by the Regional District Board in 2002 and 2007. Revisions to the Official Community Plans have generally been made to address site specific amendment applications and to meet provincial requirements pursuant to *Greenhouse Gas Reduction Targets Act*.

PRIORITIES

Regional District Priorities

The Regional District Board of Directors has tasked the organization to approach planning, projects and service provision in alignment with the following principles, values and strategic priorities.

Our Organizational Principles:

- open and accountable in how business is conducted
- mutual respect and cooperation between elected officials, staff and volunteers who work as a team to deliver services and solve problems
- excellence is delivering quality community-driven services
- strong partners in the environmental, social and economic well-being of our region

Our Leadership Values:

- open-minded, flexible and proactive decision-making
- committed to building strong relationships with First Nations
- embracing inclusion, diversity, equity and accessibility
- innovative and adaptable



Strategic Priorities:

- Indigenous and Intergovernmental Partnerships
- Organizational Strength and Adaptability
- Quality Community Services
- Awareness and Engagement
- Environmental Stewardship and Climate Action

Priorities for an Official Community Plan Review and Update

Priorities for the Project includes:

Indigenous and Intergovernmental Partnerships

The Board's Strategic Priorities includes the following goals related to Indigenous and Intergovernmental Partnerships:

- Advance Truth and Reconciliation in all of our work
- Enhance current government-to-government partnerships and foster new ones
- Advocate for regional needs
- Work with the four orders of government regularly to collectively address regional issues.

Electoral Area H is within the traditional territories of ten (10) Indigenous Governments. The project should be carried out with early and on-going engagement with Indigenous Governments that determine that they have an interest in the project. Through the life of the project, additional Indigenous Governments may be identified as having an interest in the project that have not been previously identified.

The project should also be carried out in ways that recognizes the Regional District's role in implementing the objectives of the United Nations Declaration on the Rights of Indigenous Peoples ("UNDRIP") through the provincial *Declaration of the Rights of Indigenous Peoples Act* (DRIPA) and the *Declaration of the Rights of Indigenous Peoples Act Action Plan*.

Environmental Stewardship and Climate Action:

The Board's Strategic Priorities includes the following goals related to Environmental Stewardship and Climate Action:

- Implement the Corporate Climate Action Plan
- Implement the Regional Agriculture Strategy focusing on sustainable agriculture and food sovereignty

The project should include development of objectives and policies to support the implementation of the Corporate Climate Action Plan. Focus should also be placed on ensuring agriculture is supported and encouraged through policies and objectives. The project will also highlight the jurisdiction and role in which the Regional District can address environmental protection and climate change through mitigation and/or adaptation. This may include policies and objectives that have local, regional and/or global influences.

The Pacific Climate Impacts Consortium (PCIC) at the University of Victoria supported the Bulkley-Nechako & Fraser-Fort George BC Agriculture & Climate Change Regional Adaptation Strategies by



providing practical information on the physical impacts of climate variability and change. PCIC has assisted in the production of the agriculturally relevant regional climate projections for the 2020s to 2080s that are presented in the document.

Quality Community Services

The Board's Strategic Priorities includes the following goal related to Quality Community Services:

- Continue to advance community safety and emergency management

The project should include consideration of objectives and policies that can advance recommendations from the Community Wildfire Resiliency Plan and the Collaborative Disaster Risk Reduction and Climate Adaptation Reports. Objectives and policies regarding supporting accessibility to community assets and infrastructure should also be included.

Awareness and Engagement

The Board's Strategic Priorities includes the following goals related to Awareness and Engagement:

- Work towards a better understanding of our communities through information gathering, research and engagement, to inform our decision-making
- Develop an internal and external communications plan to deliver consistent and effective communications
- Regularly engage communities using a variety of accessible mediums
- Communicate in a clear and transparent way that is responsive to the needs of our people

The project engagement strategy should include robust community engagement. Due to the geographic nature of the region, Administration anticipates significant resources, including funding and personnel will be required to deliver an engagement strategy that is thorough and provides multiple and varied opportunities for engagement throughout the lifespan of the OCP project.

Economic Strength

- Supporting economic opportunities throughout the region

Housing

- Inclusion of policy providing varied housing opportunities and consideration of the Regional District's Housing Needs Report

Modernization

- Review, modernization and replacement of Development Permit Area Regulations
- Review, modernization and replacement of Development Approval Information

Provincial Requirements

- Ensure that the resulting OCP is compliant with *Local Government Act* requirements for Official Community Plans
- Ensure the resulting OCP is compliant with the *Agricultural Land Commission Act* and Regulations



- Ensure that the OCP is also aligned with or compliant with other provincial regulators and their regulations, including but not limited to:
 - Ministry of Agriculture and Food
 - Ministry of Energy and Climate Solutions
 - Ministry of Environment and Climate Change Strategy
 - Ministry of Environment and Parks
 - Ministry of Forests
 - Ministry of Housing and Municipal Affairs
 - Ministry of Transportation and Transit
 - Ministry of Water, Lands and Resource Stewardship

SUPPORT MATERIALS

Throughout the life of the project, Regional District administration will be available on an ongoing basis to discuss issues as they arise.

The following documents are available on the RDFFG website (www.rdffg.ca) to possibly assist in proposal preparation.

- Bulkley-Nechako & Fraser-Fort George BC Agriculture & Climate Change Regional Adaptation Strategies (2019)
- Collaborative Disaster Risk Reduction and Climate Adaptation (2025)
- Collaborative Disaster Risk Reduction and Climate Adaptation (2025)
- Cultural Plan (2023 - 2027)
- Electoral Area H Robson Valley-Canoe Downstream Official Community Plan Bylaw No. 1948, 2001
- Electoral Area H Robson Valley-Canoe Upstream Official Community Plan Bylaw No. 2290, 2006
- Emergency Management Plan (2019)
- Community Wildfire Resiliency Plan for Electoral Area H (2025)
- Housing Needs Report (2021) and Interim Housing Needs Report (2024)
- Regional Agriculture Strategy and Foundations Report (2022)
- Regional District Board Strategic Priorities (2024-2028)
- Regional Parks Plan (2020 - 2030)
- Robson-Canoe Valleys Economic Opportunities Plan (2010)
- Robson Valley Industrial Land Study (2012)
- Solid Waste Management Plan (2015)
- Zoning Bylaw No. 2892 (2014)

The work should include the utilization of existing datasets available through Census Canada, Ministry of Agriculture and Food, BC Assessment and other agencies that collect relevant data.

Scope of Work

Phase 1: Project Initiation

- Establish key Regional District administrative level contacts and proponent team introduction
- Provide a summary for project management oversight for the entire project
- Develop, with Regional District administration, a detailed work plan approach and methodology for the overall project with key deliverables identified including timelines, reporting plan, document review plan, etc.



- Develop a communication plan to maximize internal and external education on the fundamental aspects of the project
- Develop an engagement strategy to maximize local resources, existing events and identify opportunities for meaningful engagement

Deliverables:

- a. Detailed Work Plan**
- b. Communication Plan**
- c. Engagement Strategy**

Phase 2: Technical Review and Issues Identification

- Review and analyze the existing Official Community Plans including, but not limited to: vision, guiding principles, policies, objectives and land use designations
- Review, modernization and replacement of existing Development Approvals requirements
- Review, modernization and replacement of housing policies and objectives
- Review, modernization and replacement of agriculture policies and objectives
- Review and analysis of climate action policies and objectives
- Review, modernization and replacement of existing Development Permit Regulations and mapping
- Review and analysis of location, amount and type of present, and preparation of forecasts to anticipate future demand of, agricultural, commercial, industrial, residential, institutional, recreational, and public utility land uses. This must include approximate location and area of sand and gravel deposits suitable for future sand and gravel extraction
- Identification and analysis of location, type, usage, capacity and phasing of any major road, sewer and water systems, waste treatment and disposal sites, private utility purveyors, and public facilities, including schools and parks
- Identification and analysis of known sensitive and endangered ecosystems, fish and wildlife habitats, and wildlife corridors
- Identification and analysis related to natural hazard areas including steep creek, landslide, floodplains, drought, extreme heat and wildfire risk areas
- Identification of unique geographical, environmental, historical, social, cultural and economic conditions for each distinct settlement within Electoral Area H
- Review and analyze existing relevant bylaws and reports
- Conduct engagement for issues identification:
 - Deploy Communication Plan and develop communications materials and information (website content, graphics, brochures, etc.) related to internal and external education on fundamental aspects of the project to prepare and build capacity for Indigenous Governments, intergovernmental agencies and the community/ community groups to participate in effective dialogue; and
 - Deploy Engagement Strategy and conduct early engagement with Regional District administration, Board, Indigenous Governments and the community/ community groups to obtain local knowledge, identify known issues, assess priorities, identify local challenges and opportunities.
- Identify early findings, key issues, trends, priorities and issues identification and present findings
- Identify a layout for the Official Community Plan that will improve regulation readability

Deliverables:

- a. Development of materials required to support Communication Plan and Engagement Strategy**



b. Execution of engagement for issues identification

- c. Develop a report detailing findings of technical review and issues identification and provide recommendations for OCP development**
- d. Present technical review and issues identification report and recommendations for OCP development to the Regional District Board**

Phase 3: Engagement

- Develop additional materials and information to support Engagement Strategy throughout the life of the project (website content, survey, graphics, brochures, etc.)
- Conduct engagement/discussion of the project and draft recommendations to intergovernmental agencies including, but not limited to, Regional District administration, member municipalities, adjacent Regional Districts, provincial agencies and the School District
- Conduct engagement/ discussion of the project and draft recommendations with Indigenous Governments and employ methods that encourages meaningful participation
- Conduct enjoyable and interactive community engagement/ discussion of the project and draft recommendations and employ methods that encourages meaningful participation
- Collection and analysis of engagement input

Deliverables:

- a. Development of materials required to support Communication Plan and Engagement Strategy**
- b. Conduct engagement**
- c. Develop a report detailing the findings and analysis of engagement and provide updated recommendations for OCP development**
- d. Present analysis of engagement and recommendations to the Regional District Board**

Phase 4: Draft the OCP

- Prepare a Draft #1 OCP, including graphics and maps, that is compliant with *Local Government Act* requirements
- Provide a report of required or recommended zoning bylaw amendments needed as a result of Draft #1 OCP
- Provide a table indicating all parcels that will have different OCP land use designation

Deliverables:

- a. Draft #1 OCP**
- b. Provide report of required or recommended zoning bylaw amendments**
- c. Provide table of all parcels that will have a different OCP land use designation**
- d. Present Draft #1 OCP to the Regional District Board**

Note: The Regional District will coordinate a legal review of the drafted Official Community Plan.

Phase 5: Feedback

- Conduct engagement/discussion of the Draft #1 OCP with intergovernmental agencies including, but not limited to, Regional District administration, member municipalities, University of Northern British Columbia, adjacent Regional Districts, provincial agencies and the School District



- Conduct engagement/ discussion of the Draft #1 OCP with Indigenous Governments and employ methods that encourages meaningful participation
- Conduct enjoyable and interactive community engagement/ discussion of the Draft #1 OCP and employ methods that encourage meaningful participation
- Collection and analysis of feedback input
- Prepare a Draft #2 OCP, including graphics and maps, that is compliant with *Local Government Act* requirements

Deliverables:

- a. **Develop a report detailing findings through feedback phase on Draft #1 OCP and recommended updates**
- b. **Draft #2 OCP with recommended updates**
- c. **Present Draft #2 OCP to Regional District Board**

Phase 6: Finalize and Bylaw Approval

- Prepare a Final OCP, including graphics and maps, to be presented to the Regional District Board for Bylaw reading consideration.
- Organize and lead early and on-going consultation of Final OCP Bylaw that meets *Local Government Act* requirements including, but not limited to; Indigenous Government engagement, School District consultation, Environmental Services and Financial Services considerations and public consultation required through Bylaw readings
- Prepare any updates to Final OCP resulting from consultation of Final OCP
- Organize and lead public hearing

Deliverables:

- a. **Develop Final OCP**
- b. **Present Final OCP to Regional District Board**
- c. **Early and on-going consultation through bylaw readings**
- d. **Final OCP with updates, if required**
- e. **Public Hearing**

Finished Reports and Supporting Documentation

All finished reports and supporting documentation provided as result of this work must become the property of the Regional District for its exclusive use. All documents must be provided in hard copy and an electronic format. All text documents must be in Microsoft WORD and PDF format. All data documents must be in Microsoft Excel format. GIS and mapping files are to be delivered in formats that can be utilized by the Regional District.

SCHEDULE

This schedule will set out the key dates by which work is to be completed by both parties, and may include, but is not limited to, the following:

Task	Schedule/Deadline
Project Initiation and Management	To be determined by Service Provider and Regional District
Technical Review and Issues Identification	To be determined by Service Provider and Regional District



Engagement	To be determined by Service Provider and Regional District
Draft the Official Community Plan	To be determined by Service Provider and Regional District
Feedback	To be determined by Service Provider and Regional District
Finalize and Bylaw Approval	To be determined by Service Provider and Regional District

Project Process and Reporting Structure

The successful Proponent will be required to liaise with Regional District administration throughout the project. Regional District administration will be available on an ongoing basis to discuss issues as they arise. All work must be approved by and carried out to the satisfaction of the Regional District.