



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Addendum # 1

**Alberni-Clayoquot Regional District
Emergency Communication & Public Notification Plan
RFP – ECPNP01-25
January 23, 2025**

Please review the following information before submitting your response to ECPNP01-25

1. Can the ACRD please provide greater detail around engagement expectations and provide clarity on the parties to be engaged. Is engagement expected to encompass all of the municipalities, Treaty First Nations and electoral areas within the ACRD?
 - a. This project examines internal organizational protocols and procedures and emphasizes their integration with inter-agency collaboration. The primary focus of the engagement will be with organizational staff, however engagement would likely extend to elected officials from partnering organizations—City of Port Alberni, Tseshaht First Nation, Hupacasath First Nation, and the Alberni-Clayoquot Regional District (ACRD)—to ensure alignment with broader strategic priorities, public expectations and decision-making processes. To promote synergy and maintain consistency across the region, the project will also require engagement sessions that include staff representation from each of these organizations. These sessions would provide opportunities to identify shared goals, address potential gaps or overlaps in procedures, and establish cohesive approaches to inter-agency collaboration.
2. How many planning and preparatory meetings will the chosen proponent be expected to attend and what access to ACRD stakeholders will the chosen bidder have on an adhoc basis?
 - a. The selected proponent will be expected to participate in a series of planning, preparatory and update meetings with the project leads throughout the project timeline. Engagement sessions will primarily involve staff from each partner organization, including emergency managers, communication coordinators, Chief Administrative Officers, executive directors, and fire services representatives. Additionally, the proponent will have access to ACRD stakeholders and elected



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

officials as needed to support project objectives. Arrangements for these meetings, can be organized with the support of the ACRD project lead.

3. Do engagement teams need to be permanently based in Victoria, or can engagement be done virtually as needed?
 - a. Engagement sessions are expected to be conducted through a combination of in-person and virtual formats, depending on the specific objectives and intended outcomes of each meeting. In-person sessions will be conducted in Port Alberni, providing opportunities for face-to-face collaboration, relationship building, and deeper discussions on critical topics. Virtual engagement will be utilized to ensure flexibility, accessibility, and efficiency. A hybrid approach is anticipated to balance the benefits of in-person interaction with the convenience and efficiency of virtual meetings.