

**STATEMENT OF WORK
F1509-130001**

1.0 Title

Economic Development and Economic Capacity-Building Support in West Coast Vancouver Island Communities

2.0 Background

In 2009 the Pacific Salmon Treaty (PST) between Canada and the U.S was renewed. Under the chinook chapter of the PST, the U.S. and Canada both agreed to reduce the harvest of chinook to support the conservation and rebuilding of chinook stocks. The reduction is roughly equal for both countries in terms of total number of fish and for Canada it means a 30% reduction in the harvest of chinook off the West Coast of Vancouver Island (WCVI).

To help manage this harvest reduction, the agreement included a \$30M USD contribution from the U.S. to be used by Canada for a fishery mitigation program. The Department of Fisheries and Oceans consulted with stakeholders regarding the use of the U.S. funds and adopted a mitigation plan. One component of the plan (Economic Capacity Building component) was to designate a fund for economic development to offset impacts on communities affected by the harvesting reduction.

Consistent with the Mitigation Program under Chapter 3 (Chinook) of the Pacific Salmon Treaty¹, the work to be undertaken under this contract is to improve the economic planning capacity of West Coast Vancouver Island communities (from Quatsino to Sherringham Point) that have been impacted by reductions in allowable harvest under Chapter 3 (Chinook) of the PST. The Economic Capacity-Building project's objective is to obtain community economic development expertise to focus on undertaking activities, providing advice and working directly with communities

There has already been some initial planning work in the form of a 2011 survey of WCVI communities to assess the state of their economic development planning and capacity as well as the services/support available in communities, and the implementation status of economic development plans and services.

¹ See <http://www.pac.dfo-mpo.gc.ca/fm-gp/species-especes/salmon-saumon/pol/pst-tsp/tor-mandat-eng.htm>

3.0 Scope of Work / Description

Work will focus on undertaking activities and providing advice that will improve the economic capacity of communities impacted by reductions in allowable harvest under Chapter 3 (Chinook) of the PST including:

- Identifying needs related to economic capacity and prosperity;
- Developing economic action plans to address those needs;
- Assisting communities in implementing action plans; and
- Assisting communities in filling out and submitting applications for funding / grants available through pre-existing Federal, Provincial, or local government, or other programs to address economic development needs.

Work could focus on the fish and seafood industry and infrastructure, and creating value-added in the fisheries sector, and/or any other sectors that present opportunities for communities affected by reduction in the Total Allowable Catch of Chinook.

4.0 Deliverables

The Economic Development support to be provided will include, but not be limited to, the following work and/or deliverables:

- Development of a multi-year implementation plan for the Economic Capacity-Building element of the Mitigation Program under Chapter 3 (Chinook) of the Pacific Salmon Treaty, which will cover:
 - Detailed description of the economic development expertise to be provided by the contractor at various stages of the plan;
 - How impacted communities will be able to avail themselves of the economic development expertise;
 - How the contractor will ensure deliverables and outcomes are achieved in a timely manner.
 - Monitoring, evaluating, and reporting out to DFO on the work of economic development experts.
- Implementation of the multi-year plan.

The economic development expertise to be provided by the Contractor, include (but is not limited to):

- Working with community representatives and individuals wishing to transition out of the salmon troll fishery to assist them in applying to existing federal and provincial programs (e.g. retraining initiatives);
- Assessing the current capacity of coastal communities related to economic development;

- Identifying needs of coastal communities related to economic capacity and prosperity;
- Identifying research such as feasibility studies which need to be undertaken to support economic development planning;
- Working with the affected communities to develop community economic development and diversification plans;
- Assisting communities in filling out and submitting applications for funding / grants available through pre-existing Federal, Provincial, or local government, or other programs to address economic development needs.

A Steering Committee may also be established to provide support to the Economic Capacity Building Program, by providing an advisory function on an as needed basis. The proposed membership of this Committee includes Fisheries and Oceans Canada, the Province of BC, Western Economic Diversification, communities affected by the Chinook harvest reductions and the Contractor.

5.0 Outcomes

Expected achievements, outcomes or changes as a result of these activities:

- The Economic Capacity-Building component of the Mitigation Program under Chapter 3 (Chinook) of the Pacific Salmon Treaty as set out above, will be implemented.
- Under this project, the Contractor will demonstrate that, for West Coast Vancouver Island communities that have been impacted by the reductions in allowable harvest under Chapter 3 (Chinook) of the PST the following has been accomplished:
 - Needs related to economic capacity and prosperity have been identified;
 - Economic development and diversification plans to address those needs have been developed;
 - Communities have been assisted in implementing economic development and diversification plans; and
 - Communities and individuals wanting to exit the salmon troll fishery have been assisted in filling out and submitting applications for funding / grants available through pre-existing Federal, Provincial, or local government, or other programs to address economic development needs.

6.0 Reporting Requirements

The multi-year development plan, which is part of the deliverables listed in section 3.0 will need to include a detailed explanation of the reporting back to DFO which the contractor will undertake. The reporting will need, at a minimum, to provide annual updates on what work has been done on each of the deliverables and what remains to be accomplished, along with any issues, experienced or expected, and how they will be resolved.

7.0 DFO Duties

DFO will review any reports submitted by the Contractor as part of the agreed upon work plan and provide feedback to the Contractor based on agreed upon timelines.

Will share the results of a 2011 survey on West Coast Vancouver Island communities to assess their state of economic development planning and capacity; as well as the services and support available in communities; and the implementation status of economic development plans and services.

8.0 Contractor's Duties related to the project

The consultant's duties will include regular updates (on a basis to be determined in the implementation plan) to DFO. These updates will describe work done, problems encountered and how they were solved, as well as the impact on the work schedule.

Other duties of the successful contractor include:

- Submission of a detailed final project proposal;
- Finalized implementation plan and work schedule;
- Outputs for each deliverables as described in this document and/or the finalized implementation plan;
- Final report.

Consultants who choose to send in proposals are asked to provide sufficient details with respect to activities that they propose. This will allow DFO to assess the merits of their proposal.

9.0 Start and Completion Dates

The work is expected to last until March 2015.

10.0 Work Locations

The successful bidder(s) must be located in, or able to travel frequently to, coastal communities on the West coast of Vancouver Island (Quatsino to Sherringham Point).