



EXPRESSION OF INTEREST (EOI) 2026 – 34

Community Engagement and Implementation of a Dawson Creek Safe Community Situation Table

City of Dawson Creek
10105 12A Street
Dawson Creek, BC V1G 3V7

PART 1 – INTRODUCTION AND INSTRUCTIONS TO RESPONDENTS

1.1 Introduction

The City of Dawson Creek (City) is seeking Expressions of Interest (EOI) from qualified and experienced organizations to function as the lead agency for the implementation and continued operation of a Safe Community Situation Table in Dawson Creek. Interested parties are invited to submit a written response outlining their interest, qualifications, experience, service approach, and available solutions. For further details, please refer to the EOI Particulars attached as Appendix A.

1.2 Purpose

The purpose of the Situation Table is to provide a structured forum for multi-agency collaboration that enables timely identification, triage, and coordinated intervention for situations involving acutely elevated risk. The Table will not replace existing agency services or case management responsibilities; rather, it will mobilize existing community resources in a coordinated way when no single agency can sufficiently reduce the identified risks on its own. Key benefits include:

- a) Offer improved service delivery from public safety, health, and social service agencies
- b) Connect individuals to the resources they need
- c) Prevent harm or victimization
- d) Strengthen collaboration, inter-agency relationships and trust
- e) Support people in crisis through privacy-compliant information sharing
- f) Inform community safety and well-being decisions and policies with risk-based data

1.3 Project Intention

At a Council meeting held in March, City staff were directed to apply for provincial grant funding to support the implementation and training required for the creation of a Situation Table in Dawson Creek, as well as explore options to engage an external agency to lead and coordinate the Situation Table.

The City was successful in its grant application and was approved for provincial grant funding in the amount of \$50,000, with the core condition that funds must support activities directly related to the training, mobilization, and operation of a Situation Table. A portion of the grant funding, in the amount of \$30,000, is already committed to training by Global Network, a provincially selected provider, as a condition of the grant. The remaining \$20,000 may be used for administrative costs to support implementation.

The City's intention is to engage a community organization to coordinate project activities, support participating agencies, and help establish the Situation Table in Dawson Creek.

PART 2 – INSTRUCTIONS TO RESPONDENTS

2.1 EOI Documents

Respondents should promptly examine all EOI documents and report any ambiguity, error, omission, or need for clarification to the EOI Enquiries Contact before the Deadline for Questions.

2.2 Contact for Enquiries

All enquiries regarding this EOI should be submitted directly to Jill Rickert, Procurement Officer at jrickert@dawsoncreek.ca. Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the City, other than the above noted contact concerning this EOI. Failure to adhere to this process may result in the

Respondent's expression of interest being rejected.

2.3 EOI Timetable

The EOI timetable may be altered by the City at any time. Respondents should note the City of Dawson Creek remains on Mountain Standard Time (MST) year-round and does not observe Daylight Savings Time (DST).

EOI Issue Date	August 14, 2026
Deadline for Questions	August 25, 2026 at 4:00 p.m. MST
Deadline for Issuing Addenda	August 27, 2026 at 4:00 p.m. MST
EOI Submission Deadline	September 3, 2026 at 2:00 p.m. MST

2.4 Submission Instructions

Respondents shall prepare and structure their written submission in accordance with the instructions in this EOI.

2.5 Submission Information Requested

Respondents are requested to submit the information:

- a) Appendix B – Submission Form
- b) Appendix C - Executive Summary

2.6 Submitted on Time

Respondents shall submit their written response on or before the EOI Submission Deadline. Any response received after the EOI Submission Deadline may not be accepted. Faxed submissions will not be accepted.

2.7 Response submitted in Prescribed Format

All written responses must be submitted in English using one of the following methods:

a) Electronic Submission

By email to procurement@dawsoncreek.ca in PDF format noting the **EOI 2026-34 Dawson Creek Safe Community Situation Table** in the email subject line as per the following:

- i. Submissions that exceed the permitted email size of 30 MB, shall be sent in multiple emails indicating the total number of emails being sent (1 of 2, 2 of 2).
- ii. Submissions containing zip files are not accepted by the City's email server, therefore, will automatically be rejected.
- iii. Responses submitted to any other email account will not be considered.
- iv. The City is not liable for any delay or non-receipt of emails for any reason including technological delay or issues by either party's network or email program and further, the City accepts no responsibility for submissions that fail for any reason to enter into the City's system by the Submission Deadline.

b) Hardcopy Submission

Written responses may be submitted in a sealed opaque envelope, clearly marked with the **EOI 2026-34 Dawson Creek Safe Community Situation Table**, and the Respondent's name and contact information, to the address below:

Jill Rickert, Procurement Officer
 City of Dawson Creek
 Mall Location – 1C 11000 8th Street, Dawson Creek, BC V1G 3K8

2.8 Addenda and Questions

If the City changes, deletes, clarifies, or otherwise modifies this EOI, the City will issue a written addendum. Each addendum forms an integral part of this EOI. Respondents are responsible for ensuring that all addenda are downloaded, reviewed, and considered before submitting a response.

Questions regarding the content of this EOI must be directed to the EOI Enquiries Contact before the Deadline for Questions. Responses to questions may be provided by addendum where the City determines that clarification or additional information should be shared with all respondents. No oral information, interpretation, instruction, or suggestion will amend or modify this EOI.

PART 3 – GENERAL TERMS AND CONDITIONS

3.1 EOI Process

The EOI process is a non-binding process being used to gauge potential public interests and shortlist interested parties through this EOI process. The City will review all information submitted in response to this EOI to identify potential candidates and to determine if and when a subsequent procurement process will take place.

3.2 Written Response Submission

The submission of a written EOI is voluntary and failure to submit does not prejudice a provider's ability to participate in a subsequent procurement process. Neither the submission of an Expression of Interest response nor the City's use of information in a response will disqualify or preclude a Respondent from participating in a subsequent procurement process. The City is under no obligation to advise any Respondent to this EOI of any subsequent solicitation or procurement process.

3.3 Respondents to Bear their Own Costs

Except as expressly and specifically permitted in the EOI, no Respondent shall have any claim for any compensation of any kind whatsoever as a result of participating in the EOI process; and further, by submitting a response, each Respondent shall be deemed to have agreed that it has no claim.

3.4 Expression of Interest Not a Formal Competitive Bidding Process

This EOI is issued for information-gathering purposes and is not intended to be a formal legally binding "Contract A" bidding process. Without limiting the generality of the foregoing, this EOI may result in subsequent negotiations, direct contract award, invitational solicitation process or open solicitation process. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Respondent and the City by the EOI process until the successful negotiation and execution of an Agreement.

3.5 Confidential Information of Respondents

Respondents should identify any information in their submission, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except as otherwise required by law or by order of the court or tribunal. Respondents are advised that their submission will, as necessary, be disclosed on a confidential basis to advisers retained by the City to assist with the EOI process.

3.6 Disclosure of Information

Respondents should be aware that any information provided in their submission shall be retained by the

City and deemed public record, and as such is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia).

3.7 Governing Law and Interpretation

The terms and conditions of the RFP process are to be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.



APPENDIX A – EOI PARTICULARS

The EOI particulars are intended to guide participating agencies in working together through a disciplined, privacy-conscious process that improves community safety, well-being, and resiliency while respecting each agency's mandate and existing service responsibilities.

1. Background

A Situation Table is a collaborative, risk-based approach that brings together frontline representatives from public safety, health, social services, Indigenous and culturally specific services, housing, education, income assistance, victim services, child and family services, and community-based organizations to identify and respond to individuals or families experiencing acutely elevated risk. The model is designed to support rapid, coordinated, and appropriate connections to services before risks escalate into crisis, victimization, overdose, eviction, criminal justice involvement, or other negative outcomes.

Activities will focus on building relationships, improving community safety, connecting residents to health, housing, and social supports, and strengthening community well-being and resiliency through a coordinated, early-intervention approach that enables front-line workers to:

- a) Proactively identify risks through real-time information sharing.
- b) Reduce long-term demand on emergency and police resources.
- c) Leverage and co-ordinate existing community assets and relationships between health supports, victim services, and culturally safe support and services.
- d) Plan and deliver collaborative interventions before an incident occurs.
- e) Reduce increased risk in people's lives.

2. Core Elements

The Situation Table model is designed to identify individuals or families facing acutely elevated levels of risk (AER) and connect them to services. Core elements of this process include:

- a) Upstream Focus - Intervenes proactively before a crisis or crime occurs.
- b) Four-Filter Privacy Approach - Ensures strict data protection by moving from de-identified to specific, need-to-know information sharing only for active intervention.
- c) Community Agencies - Includes police (RCMP), local Indigenous groups, school districts, health authorities, and non-profit community agencies.
- d) Rapid Response - Mobilizes multi-agency supports typically within 24 to 48 hours.

3. Responsibilities and Activities

The lead role serves as the neutral, central hub for all participating agencies. Its primary responsibility is to manage the logistics, privacy protocols, and data tracking required for rapid-triage intervention. Key Activities may include confirming participating agencies, establishing meeting procedures, developing referral and privacy protocols, training members, launching regular Table meetings, coordinating interventions, and reviewing outcomes to support continuous improvement.



APPENDIX B – SUBMISSION FORM

Section 1 – Respondent Information

Please fill out the following information, naming one person to be the Respondent's contact.

Full Legal Name :	
Contact Name and Title:	
Street Address:	
City, Province:	
Postal Code:	
Phone Number:	
Email:	
Company Website:	

Section 2 – Addenda

The Respondent is deemed to have read and taken in consideration all of the addenda issued by the City prior to the Deadline for Issuing Addenda.

Section 3 – Respondent Acknowledgement

As an authorized representative of _____, by my signature below I acknowledge:

Company Name

- a) To have examined the EOI documents and have a clear and comprehensive knowledge of the REFOI Particulars outlined in Appendix A; and that my written response represents and warrants my ability to provide the perform the work.
- b) All employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial and municipal occupational health and safety regulations, laws and

bylaws. My company and its employees are qualified to do this work. References will be provided upon request.

- c) Respondents will not have claim for any compensation of any kind whatsoever, as a result of participating in the EOI, and by submitting a written response, each Respondent will be deemed to have agreed that it has no claim.

Authorized Representative (signature)

Print Name



APPENDIX C – EXECUTIVE SUMMARY

The City is seeking a highly collaborative and community-focused leader to chair the Situation Table, with demonstrated experience working in multi-agency environments involving public safety, health, social services, education, or government organizations.

Respondents are requested to provide an Executive Summary that best describes how they are the most suited candidate to successfully implement, lead and operate a Safe Community Situation Table in Dawson Creek and demonstrate how their contributions would be essential to the effectiveness and sustainability of the Situation Table.

The Executive Summary should include the following content:

a) Organizational Profile

Summary of organization's background, such as years in business, outline of staff, management team, key clients and services offered.

b) Strengths and Capabilities

Success in this role shall require an individual(s) who is empathetic, trusted, and capable of building and maintaining strong relationships across agencies and throughout the community. The ideal candidate shall possess the following:

- i. Strong leadership, facilitation, and decision-making skills, along with a solid understanding of community support systems, risk intervention processes.
- ii. The ability to coordinate timely action among diverse partners.
- iii. Experience fostering organizational buy-in, navigating complex and sensitive situations, and bringing stakeholders together to address acutely elevated risk in a coordinated and effective manner.
- iv. A strong understanding of community needs, coupled with the ability to inspire collaboration and sustain long-term partnerships.

c) Additional Information

Respondents may provide additional information, advice, and recommendations including, but not limited to, additional services, value-added offerings specific and relevant to the nature of this EOI. The Fact Sheet (Appendix D) and the links below provide some descriptive content with regard to Safe Community Situation Tables.

- i. [Collaborative Public Safety Programs - 2025 Situation Table Annual Report](#)
- ii. [Situation Tables - Province of BC](#)

SITUATION TABLES

A MODEL FOR COMMUNITY SAFETY AND WELL-BEING (CSWB) IN BRITISH COLUMBIA

What is a Situation Table?

- The Situation Table is a risk-based, collaborative, rapid triage model
- It focuses upstream to connect individuals/families facing situations of acutely elevated levels of risk (AER) – as seen across multiple agency lenses – to the services they need, immediately
- It is neither a new entity nor a formally structured organization. Rather, it is a carefully disciplined conversation, and a new tool for human service professionals as they perform their existing roles
- The Table is guided by the Four Filter Approach, which is a structured process designed in consultation with privacy officials in multiple jurisdictions
- The only data it records is risk-based data to track risk factors in the community, and the agencies involved

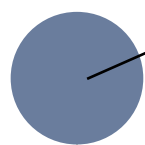
How Does it Work?

- Front-Line Human Service and Justice professionals come together once a week for 90 minutes to address situations of AER in a collaborative setting – while using the Four Filter Approach to properly and safely navigate privacy implications – in order to identify which agencies need to be involved in a supportive intervention
- The group of agencies determined to have a role will ultimately mobilize immediate (ideally within 24-48 hrs) and multi-agency supports, leading to a connection to all essential services required to mitigate the evident AER factors and ensure improved pathways to care and support
- Following the intervention, the ongoing work is carried on by the agencies involved, in a typical collaborative care manner, but away from the Table

What are the Benefits?

- Offers a new way for Human Service and Justice professionals to improve service delivery, reduce barriers, and connect individuals to the services they need
- Uses a multi-lens cross-sector approach to viewing risk factors and their cumulative impacts
- Risk-driven as opposed to incident-driven, allowing the Table to focus upstream and provide an opportunity to address situations of AER before incidents occur
- Takes collaboration to a new level, building increased trust and strengthening inter-agency relationships
- Risk-based data can help inform local decision making and policy development related to community safety and well-being
- Mobilizes the system in a new way

What Agencies are Involved in a Situation Table?



Additional Local
Contributing
Organizations

It varies for each community but the core table participants often include:



Some additional organizations may not be involved at the Table each week because they are not often involved in either presenting situations or interventions. For these organizations, if and when needed, they can be brought into the Filter Four intervention (away from the Table) by the designated agencies.

Understanding AER

Acutely Elevated Risk (AER) refers to situations where individuals and/or families are facing a composite level of risks factors, spanning across multiple human service and justice disciplines, and where there is a high probability of harm occurring soon.

The Four Filter Approach is essentially the triage process that the Table participants follow in order to determine if AER is present, and if so, move to the Intervention.