

District of Fort St. James – Development Documentation Revitalization

The District of Fort St. James, like many smaller Northern Municipalities face high rates of staff turnover. This leads to processes, that do not have guiding documentation, changing with the change in personnel. The District of Fort St. James additionally does not have a dedicated planner on staff. This can lead to problems during staff turnover of not knowing and understanding development processes and not having guiding documentation to ensure all the correct steps are taken. The goal of this project is to provide staff with guiding documentation to ensure all developments are following the same process, no matter the staff member, and additionally having external documentation that would increase awareness surrounding the development process to the community.

A successful consultant would collaborate with District Staff to Revitalize the District's Development Documentation and would take the following general form:

Phase 1: Research/Analysis

- Review all relevant existing internal documents/website information for DJFSJ
- Determine best practices from other local governments (including from Provincial DAPR Report)
- Determine neighbouring local governments' practices for regional consistency
Meet with staff, RDBN, First Nation, and/or the community.

Phase 2: Develop internal procedures manual

- Establish standardized internal development application processing procedures/workflow documents
- Create template package (e.g. proposal review analysis, referral request, letters, permits with standardized terms/conditions, etc)
- Develop a referral agency contact resource list
Develop a list of Council policies for quick reference

Phase 3: Develop Accessible Info for Public Development Applications

- Create a process flow chart, application form, and checklist for each of the following application types (combined into an info package for applicants): OCP Amendment, Rezoning, Development Permit, Development Variance Permit, Board of Variance, Temporary use Permit, Subdivision, Building Permit (guide for common application types - i.e. accessory buildings), and agricultural land commission applications.

Phase 4: Graphic Design

- Polish the look of the public development application guides

Phase 5: Wrap Up

- Assist staff to prepare final reporting for UBCM
Assist staff in preparing a final Council Report
- Assist in the creation of a news release to update the community

Successful completion of this project will include:

Project success will be indicated by the community being informed on development processes. This could be measured after the project is complete, via a survey to understand whether the documentation was useful for the community. The success of this project will also provide internal documents that are useable and up-to-date allowing all staff to better understand our internal development processes.