



**NORTH COAST REGIONAL DISTRICT  
ELECTORAL AREA ADVISORY COMMITTEE MEETING AGENDA  
Held at 344 2<sup>nd</sup> Avenue West, Prince Rupert, B.C. on  
Friday, May 17, 2019 at 6:30 p.m.**

---

**1. CALL TO ORDER**

**2. CONSIDERATION OF AGENDA (additions/deletions)**

**3. COMMITTEE MINUTES & BUSINESS ARISING FROM MINUTES**

3.1	Minutes of the Electoral Area Advisory Committee Meeting held March 22, 2019	Pg 1-4
-----	--	--------

**5. FINANCE**

None.	---
-------	-----

**6. CORRESPONDENCE**

6.1	Gitga'at First Nation – Request for Community Works Funds – Gitga'at First Nation Community Hall Renovation Project	Pg 5-7
-----	---	--------

**7. REPORTS / RESOLUTIONS**

None.	---
-------	-----

**8. NEW BUSINESS**

8.1	Gitga'at First Nation's Application to Northern Development Initiative Trust's Community Halls and Recreation Facilities Program – Gitga'at First Nation Community Hall	Pg 8-17
8.2	Tlell Fall Fair Committee's Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program – Tlell Fall Fair	Pg 18-23

**9. OLD BUSINESS**

None.	---
-------	-----

**10. PUBLIC INPUT**

**11. IN-CAMERA**

None.	---
-------	-----

**12. ADJOURNMENT**



## NORTH COAST REGIONAL DISTRICT ELECTORAL AREA ADVISORY COMMITTEE

**MINUTES** of the Electoral Area Advisory Committee meeting held at 344 2<sup>nd</sup> Avenue West in Prince Rupert, B.C. on Friday, March 22, 2019 at 6:30 p.m.

### PRESENT

### PRIOR TO ADOPTION

Chair	E. Putterill, Electoral Area E
Directors	D. Nobels, Electoral Area A J. Young, Electoral Area D
Regrets	K. Bergman, Electoral Area C
Staff	D. Chapman, Chief Administrative Officer D. Fish, Corporate Officer

### 1. CALL TO ORDER 6:30 p.m.

### 2. ELECTION OF CHAIR AND VICE CHAIR

The Corporate Officer called for nominations for the position of Chair of the Electoral Area Advisory Committee for 2019.

Director Nobels nominated Director Young, Director Young declined the nomination.

Nominations were called for a second time.

Director Young nominated Director Putterill, Director Putterill accepted the nomination.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

**Director Putterill was declared Chair of the Electoral Area Advisory Committee for 2019 by acclamation.**

The Corporate Officer called for nominations for the position of Vice Chair of the Electoral Area Advisory Committee for 2019.

Director Nobels nominated Director Young, Director Young accepted the nomination.

Nominations were called for a second time.

Nominations were called for a third and final time.

There being no further nominations, nominations were closed.

**Director Young was declared Vice Chair of the Electoral Area Advisory Committee for 2019 by acclamation.**

*Director Putterill assumed the Chair for the remainder of the meeting.*

**3. CONSIDERATION OF AGENDA (additions/deletions)**

MOVED by Director Nobels, SECONDED by Director Young, that the March 22, 2019 Electoral Area Advisory Committee agenda be amended and adopted as follows:

8.2 Habitat Acquisition Grant

**001-2019**

**CARRIED**

**4. COMMITTEE MINUTES & BUSINESS ARISING FROM MINUTES**

4.1 Minutes of the Electoral Area Advisory Committee Meeting held August 17, 2018

MOVED by Director Nobels, SECONDED by Director Young, that the minutes of the August 17, 2018 Electoral Area Advisory Committee meeting be adopted as presented.

**002-2019**

**CARRIED**

**5. FINANCE**

None.

**6. CORRESPONDENCE**

None.

**7. REPORTS / RESOLUTIONS**

7.1 D. Fish, Corporate Officer – North Coast Regional District Community Works Funding Summary

MOVED by Director Nobels, SECONDED by Director Young, that the report from staff entitled “North Coast Regional District Community Works Funding Summary” be received for information.

**003-2019**

**CARRIED**

7.2 D. Fish, Corporate Officer – Northern Development Initiative Trust 2019 Nominal Funding Allocation

MOVED by Director Nobels, SECONDED by Director Young, that the report from staff entitled “Northern Development Initiative Trust 2019 Nominal Funding Allocation” be received for information.

**004-2019**

**CARRIED**

**8. NEW BUSINESS**

- 8.1 **Edge of the World Music Festival Society's Application to Northern Development Initiative Trust's Fabulous Festivals and Events Program – 2019** Edge of the World Music Festival

MOVED by Director Young, SECONDED by Director Nobels, that the Edge of the World Music Festival Society's **application to Northern Development Initiative Trust's Fabulous Festivals and Events** program be received.

**005-2019**

**CARRIED**

MOVED by Director Nobels, SECONDED by Director Young, that the Electoral Area Advisory Committee recommend that the Board of the North Coast Regional District support the Edge of the World Music Festival **Society's application to Northern Development Initiative Trust's Fabulous Festivals and Events** program in the amount of \$5,000, to be drawn from the North Coast Regional District nominal account.

**006-2019**

**CARRIED**

- 8.2 J. Young, Electoral Area D – Habitat Acquisition Grant

*Director Young shared concerns with respect to the future development of Lot 5, DL 873 QC District, in the Towhill area. Specifically, Director Young indicated that the lot included environmentally sensitive and wildlife habitat areas, and that it did not appear a park dedication was completed as part of the subdivision process. Staff provided an overview of the current covenants registered on title and recommended that the North Coast Regional District await a response from the Ministry of Transportation and Infrastructure with respect to records relating to the subdivision referral process for the subject property prior undertaking any further action on the matter.*

MOVED by Director Nobels, SECONDED by Director Young, that the verbal report from Director Young with respect to Lot 5 District Lot 873, QC District and a proposed habitat acquisition grant be received.

**007-2019**

**CARRIED**

**9. OLD BUSINESS**

None.

**10. PUBLIC INPUT**

There were 0 questions from the public.

**11. IN CAMERA**

None.

**12. ADJOURNMENT**

MOVED by Director Nobels, SECONDED by Director Young, that the meeting be adjourned at 7:00 p.m.

**008-2019**

**CARRIED**

*Approved and adopted:*

*Certified correct:*

---

***Chair***

---

***Corporate Officer***



445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0  
Phone: 250-841-2500 / 841-2525 Fax: 855-259-7085

May 1, 2019

North Coast Regional District  
Attention: Board of Directors  
[corporateofficer@ncrdbc.com](mailto:corporateofficer@ncrdbc.com)

RE: *Request for Community Works Funds – Gitga’at First Nation Community Hall Renovation  
Project 632 3<sup>rd</sup> Ave West, Prince Rupert, B.C.*

Dear Board of Directors:

Chief and Council for Gitga’at First Nation respectfully request funding support from North Coast Regional District’s Community Fund to renovate our newly acquired building located at 632 3<sup>rd</sup> Ave West in Prince Rupert in the amount of \$98,988.00 to install new energy efficient windows to replace the single panes, construct a covered entryway, paint the exterior, and renovate the washrooms. Based on estimates from local construction firms, the total cost for the renovation is approximately \$144,727.00. Gitga’at First Nation is applying to Northern Development Initiative Trust Community Halls Grant (see attached proposal) to cover \$30,000 of the costs and respectfully requests support from the Community Work Fund to cover the remainder.

Recent developments and investments in large scale industrial projects in the Northwest have created new opportunities for Gitga'at First Nation and its members. As part of the Gitga’at Development Corporation’s (GDC) mandate to create a long-term sustainable economic foundation for Gitga’at Nation and membership, GDC purchased a 10,000 sq. ft. building in downtown Prince Rupert that had two pre-existing businesses; Mommy’s Laundry and Lee and Ann’s Restaurant (see photographs attached). The first storey of the building contains a vacant

retail store, restaurant that is leased out, and a laundromat that is to be owned and operated by GDC. The second storey is home to Gitga'at Development Corporation - the business arm of Gitga'at First Nation. Upstairs contains a large open space for training and gathering, full kitchen, two bathrooms, offices, and two meeting rooms where the Gitga'at First Nation and Development Corporation's boards conduct business. The location of the building is in a convenient, well known location for area residents and because of its convenient downtown location, is easily accessible to tourist, commercial fishers, out of town employees working at Prince Rupert Port projects and others.

It is vital that Gitga'at First Nation have a central office located in Prince Rupert to serve its many members to ensure they gain from the prosperity of the region as an equal and contributing partner. Nearly two-thirds of Gitga'at members live in and near Prince Rupert and previously had to make the long journey to Tsalxgui (Hartley Bay) to access the economic development, skills training, and cultural stewardship services offered by the band. Purchase and development of the new building allows those members to walk just a few blocks to what will be the new home of Gitga'at First Nation's Development Corporation, Treaty Office, and Employment and Training Centre, and an elder's centre. The building will also serve as a Prince Rupert meeting space for the Nation's Chief and Council as much of their business involves connection with the city and the region. The building will also provide a valuable community asset for the City of Prince Rupert and a location where Indigenous and Non-Indigenous can come together.

It is important to note that the Nation has already invested approximately \$250,000 in the building to install a new furnace and laundry machines as the equipment in the laundromat was long past its serviceable life. The laundromat and community hall will provide valuable services

for the City of Prince Rupert and will add vitality to the downtown core. Please note that the City of Prince Rupert has endorsed the project with a written letter of support.

Gitga'at First Nation sees its presence in downtown Prince Rupert as a strong message to the business community that Gitga'at First Nation form part of the economic fabric of the North and wants to establish business partnerships with both non-Indigenous and Indigenous entities.

We trust you will support our initiative and look forward to working with you on this and future projects.

Sincerely,

A handwritten signature in black ink, appearing to be 'Archie McPherson', written in a cursive style.

Chief of Gitga'at First Nation



**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



**+ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

### 1. Project Name

Provide a name for the project that is proposed in this funding application:	Have you previously received any Northern Development funding for this facility?
Gitga'at First Nation Community Hall Renovation Project	<input type="radio"/> Yes <input checked="" type="radio"/> No

### 2. Applicant Profile

Applicant organization (legal name): Gitga'at First Nation	Non-profit society registration no. (if applicable):
Mailing address: 445 Hayimiisaxaa Way Hartley Bay, BC V0V 1A0	Telephone: 1-250-841-2500
Email: teresarobinson@gitgaat.ca	Website (URL): www.gitgaatnation.ca

### 3. Primary Contact Information

Primary contact (for this application): Paul Paterson	Position/title: Chief Executive Officer
--	--

Complete the following if different from applicant organization contact information:

Mailing address: 632 3rd Ave West Prince Rupert, BC V8J 1M2	Email: paul@gitgaatdevco.com	Telephone: 250-624-9878
---	---------------------------------	----------------------------

#### 4. Resolution of Support

★ If you are in the Northeast region, use the [Northeast Funding Application Form](#).

Identify the local or First Nations government that is providing a resolution of support for this funding application\*:

Gitga'at First Nation

The resolution of support is:



Attached.



Not yet secured. The scheduled council meeting date is: May 31, 2019

★ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.

\* The appropriate government agency should be determined based on the location of the project. For example:

- A project within a First Nations community requires a band resolution of support.
- A project within the municipal boundary requires a resolution of support from the municipality.
- A project outside the municipal boundary requires a resolution of support from the regional district.

★ Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert project name) from the (insert regional development account name).

#### 5. Project Overview

Identify the project's **primary** investment area:



Agriculture



Energy



Mining



Pine Beetle Recovery



Tourism



Economic Development



Forestry



Olympic Opportunities



Small Business



Transportation

★ Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.

Provide a description of the project:

As part of Gitga'at First Nation's strategic plan, the Nation purchased a 10,000 sq foot building located in downtown Prince Rupert to service our many members living there and the community at large (see photos) and plans to renovate it to include the following:

- install new energy efficient windows
- construct a covered timber frame front entryway
- paint exterior
- renovate the public washrooms with water saving plumbing fixtures

Gitga'at First Nation plans to retain local construction firms to renovate the building to undertake the aforementioned work in order to make the community hall easily identifiable and inviting for Gitga'at members and the larger community.

Nearly two-thirds of Gitga'at members live in and near Prince Rupert and previously had to make the long journey to Tsalgiu (Hartley Bay) to access the economic development, skills training, and cultural stewardship services offered by the band council. Purchase and development of the new building allows those members to walk just a few blocks to what will be the new home of the Gitga'at First Nation's Development Corporation, Treaty Office, and Employment and Training Centre, and an elder's centre. The building will also serve as a Prince Rupert meeting space for the Nation's Chief and Council as much of their business involves connection with the city and the region. The building will also provide a valuable community asset for the City of Prince Rupert and a location where Indigenous and Non-Indigenous can come together.



Explain the rationale for the project:

✦ Focus on long term community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.

Gitga'at First Nation is a Indian Reserve located 145 km south of Prince Rupert in Hartley Bay on the rugged and remote west coast of British Columbia. The Nation has approximately 640 band members, 450 of whom live in Prince Rupert. Access to Hartley Bay is only available by intermittent ferry or plane service on specific days of the week. Overnight turn around for trip departures needed for business and visiting is not presently available. Therefore, Gitga'at First Nation purchased a 2-storey, 10,000 sq foot building located at 632 3rd Avenue West in Prince Rupert, BC to serve our many Gitga'at members living in our traditional territory and the community of Prince Rupert. The first storey of the building contains a restaurant that is leased out, and a laundromat that is to be owned and operated by the Nation. The second storey is home to Gitga'at Development Corporation - the business arm of Gitga'at First Nation. Upstairs contains a large open space for training and gathering, full kitchen, two bathrooms, offices, and two meeting rooms where the Gitga'at First Nation and Development Corporation's boards conduct business. The Nation plans to use the large gathering area to deliver training programs and large group functions. The space provides a venue where Gitga'at members of all ages may gather to share stories and to learn and access entrepreneurial and employment services as well as connect with their families living abroad in Hartley Bay.

Recent developments and investments in large scale industrial projects in the Northwest have created new opportunities for Gitga'at First Nation and its members. It is vital that Gitga'at First Nation (GFN) have a central office located in Prince Rupert to serve its many members to ensure they gain from the prosperity of the region as an equal and contributing partner. Gitga'at First Nation sees its presence in downtown Prince Rupert as a strong message to the business community that Gitga'at First Nation form part of the economic fabric of the North and wants to establish business partnerships with both non-Indigenous and Indigenous entities.

When not in use, Gitga'at Development Corporation (GDC) plans to rent the upstairs meeting rooms, kitchen and large gathering area to community groups to generate income for its operations. Presently, the restaurant below has a long term lease that provides a steady source of income. Further revenue and jobs will be created once the laundromat is operational.

## 6. Sustainability

Explain how funds will be generated to operate the facility for three years:

Gitga'at First Nation plans to generate revenue for ongoing operations through the lease of the restaurant, laundromat operations, and rental of the various meeting rooms and kitchen. However, the main goal of this project is to provide a central, community space to serve our many Gitga'at members living in Prince Rupert and house our Development Corporation operations - not to generate revenue. Although, we anticipate that the outcome of Gitga'at Development Corporation's activities will lead to increased prosperity for the Nation through additional businesses, partnerships, contracts and jobs (estimated up to 200 FT high paying jobs).

Describe how the project will support population growth or help sustain population in the community or region:

Directly, the project will support and sustain the region by providing construction jobs for a local firm. We anticipate that four construction workers will need two months to complete the project. The laundromat will provide another full time and three part-time entry level jobs once fully operational as well as a source of income for GDC. The hall will provide a valuable asset for the city. Indirectly, once GDC has settled into the building and is fully operational, we anticipate the business activity arm of operations will produce up to 200 jobs for Gitga'at members through partnerships, training and skill development, and contracts with large industry as well as produce several Nation-owned businesses. Overall, this project will help us to retain and employ Gitga'at members.

Describe how the project will contribute to environmental sustainability:

One of the biggest environmental sustainability features that this project offers is created by eliminating costly, regular transportation to Hartley Bay via ferry and plane to access services for many Gitga'at First Nation members and workers and for those wanting to meet with us. Reduced transportation leads to reduced emissions and will help us meet our nation's pollution reduction targets. The project will further contribute to environmental sustainability by adding water saving plumbing fixtures, and environmentally friendly paint products. By covering the entryway and keeping it dry, there will be no need to add salt or ice-removing products to the surface. Adding new windows to replace the single panes will reduce the energy needed to sustain operations in the long term by three-fold.



### 7. Direct Economic Benefits

Outline the direct economic benefits to the local or regional economy:

The direct economic benefits to the local and regional economy include the influx of four FT construction jobs for two months, a full-time laundromat supervisor and three part-time attendants. The Development Corporation will house one full time CEO and office assistant initially. Local suppliers such as All West Glass and lumberyards will provide indirect employment spin offs. There are many softer benefits for the addition of a Gitga'at First Nation owned and operated community hall within Prince Rupert such as increased social interaction, increased local economic activity and business partnerships, added skills and training for Gitga'at members, and transfer of knowledge from Elder Knowledge Keepers to youth. There is a tremendous amount of value and pride that cannot be quantified for Gitga'at in this project as it allows them to stand up and say we are a Proud Nation and we are here to work with you.

### 8. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:	9	35+ hours/week	12 months/year	FT GDC CEO and Office Assistant for GFN - provides an community venue to service the populous and meet their needs. 8-FT (1)Band Man&Assist, HR, 2 finance, 1 receipt, 1 FT and 1 PT registry clerk. GDC shares admin, HR and finance resources w GFN.35 seas marin
Direct permanent part-time jobs:	1	20 hours/week	12 months/year	
Direct permanent seasonal jobs:	35	40 hours/week	5 months/year	

### 9. New Employment (job creation)

★ The following job creation will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent full-time jobs:	1	35+ hours/week	12 months/year	1 FT laundromat attendee
Direct permanent part-time jobs:	3	20 hours/week	12 months/year	3 - PT laundromat attendees,
Direct permanent seasonal jobs:	0	0 hours/week	0 months/year	
Direct temporary jobs (construction or consulting):	4	0 hours/week	2 months/year	4 - FT construction jobs
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				<b>2.7</b>
★ Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				



## 10. Increased Revenue Generation

★ The following annual revenue generation will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Current annual revenues:	Projected annual revenues		
	Year 1	Year 2	Year 3
\$ 0	\$ 73,500	\$ 73,500	\$ 73,500
<b>INCREASED REVENUE EXPECTED OVER THREE YEARS:</b>			<b>\$ 220,500.00</b>
<p>★ Incremental revenue expected is the sum of the projected annual revenues for the three years after the project, minus the current annual revenues over the same three year period.</p> <p>Describe how the revenue will be generated and the sources of revenue:</p> <p>Revenue will be generated through ongoing lease of the restaurant, laundromat operations, and rental of the upstairs meeting rooms and kitchen. Additional revenue will flow from the anticipated, additional GDC Gitga'at owned business operations. The laundromat provides a drop off service where staff will do your laundry based on a per pound rate. There are 15 washers, and 7 dryers in the laundromat; we estimate net profit at \$3000 per month. The restaurant lease is \$1400 per month; small office rent is \$650=\$2050 in monthly revenue. The upstairs rooms may be rented based on half and full day rentals as follows: large room with kitchen: 1/2 day - \$200 Full day - \$300; board room: 1/2 day - \$125.00 Full day - \$200; small office: \$650 currently rented; large office: \$1150 available for rent. For the purpose of this application we conservatively estimated one FDay rental a month for the board room and large hall with kitchen, half time rental for the large office, \$3000 in profit from the laundromat each month, and \$2050 from the existing secured rentals.</p>			

## 11. Operational Cost Savings

★ The following operational cost savings will be reported on by the applicant organization for a two year period to demonstrate the direct economic benefits of the project:

Current costs:	Projected costs		
	Year 1	Year 2	Year 3
\$ 5,340	\$ 2,136	\$ 2,136	\$ 2,136
<b>COST SAVINGS EXPECTED OVER THREE YEARS:</b>			<b>\$ (9,612)</b>
<p>★ Cost savings expected is the sum of the projected costs for the three years after the project, minus the current costs over the same three year period.</p> <p>Describe how the operational cost savings will be generated (for example, energy efficient upgrades):</p> <p>By installing nergy efficient windows, we anticipate to save 40% on our existing heat bill that runs \$5340 per year. Other water saving plumbing fixtures, and reduced air leakage around the windows will contribute to further savings in annual utility costs. Combined with our newly installed energy-efficient laundry appliances and furnace, we expect to maximize our cost savings by reducing energy consumption to a minimum. One of the greatest savings not accounted for within our operational budget, but those of other business entities, is the reduction of travel time, fuel and costs associated with accessing Gitga'at Development Corporation operations in Prince Rupert versus having to travel to Hartley Bay. Overtime, this will contribute significantly to a reduction in air pollution and travel costs. Having a centralized location to serve our members that can be accessed via several modes of transportation daily, will reduce travel costs and further generate savings for our members and improve operational efficiencies that will lead to cost savings within our budget.</p>			

### 12. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date	2-Jul-2019	Project Kick Off - media release
2) Advertisement and Award of Contract	10-Jul-2019	CEO will advertise for bids and perform selection of the successful firm
3) Installation of windows and awning	21-Aug-2019	All exterior works estimated to take 6 weeks
4) Exterior Painting of Building	21-Aug-2019	All interior works estimated to take 2 weeks
5) Interior washroom renovation	14-Sep-2019	
6) Grand Opening and Celebration	11-Oct-2019	Gitga'at Traditional Feast - media release
7)		
8) Project completion date	31-Dec-2019	Final Report Submitted to NDIT

★ Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

### 13. Project Budget

★ Quotes must outline the proposed scope of work, the vendor and cost(s) excluding GST.

Expense item:	Amount (\$):	Vendor:	Verification:
Construction	\$ 128,988.00	estimates from local firms attached	<input checked="" type="checkbox"/> Quote(s) attached
Grand Opening Celebration	\$ 2,500.00	food, door prizes, decorations, games for children, thank you ad	<input type="checkbox"/> Quote(s) attached
Project Management - 10%	\$ 13,239.00	CEO Paul Patterson will provide inkind staff resources time towards this project	<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
	\$		<input type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$ 144,727.00</b>			

★ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

★ Please refer to the [Community Halls and Recreation Facilities Application Guide](#) for eligible and ineligible costs.



## 14. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 30,000	✦ Maximum allowable grant is \$30,000 per community hall or recreation facility project, with the remainder available in the form of a loan.
Loan	\$ 0	✦ For term of 1-7 years, interest rate = prime. For term of 8-10 years, interest rate = prime+1%. Prime is taken at the time of initial release of funds.
Length of repayment term requested:	0 years (max 10)	
<b>TOTAL REQUESTED:</b>	<b>\$ 30,000</b>	

✦ Projects must be completed and funding disbursed by Northern Development prior to applying for additional funding for the same facility. In the Cariboo-Chilcotin/Lillooet, Northwest, and Prince George regions, applications seeking additional funding for a previously funded facility are limited to a maximum \$15,000 grant.

## 15. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Gitga'at First Nation	\$ 15,739.00	Applicant contribution	<input checked="" type="checkbox"/> Confirmation letter attached
North Coast RD Community Gas Tax Fund - TBD	\$ 98,988.00	<input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected: May 31, 2019
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input checked="" type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING: \$ 114,727.00</b>		<b>TOTAL PROJECT FUNDING: \$ 144,727.00</b> (Northern Development + Other Sources)	

✦ Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than eight other funding sources, attach a complete list separately.

## 16. Leveraging

Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: **20.73** %

+ *Leverage % = (Northern Development funding request) ÷ (Total project funding)*

+ *Northern Development provides funding up to a maximum of 70% of an eligible project budget.*

## 17. Attachments

List all documents attached to this application:

Document name:

- ☒ 1) **Required:** Local government or band resolution of support *(as outlined in section 4. Resolution of Support)*
- ☒ 2) **Required:** Detailed quotes *(as outlined in section 13. Project Budget)*
- ☐ 3) **Required (if applicable):** Funding approval letters *(as outlined in section 15. Other Funding Sources)*
- ☐ 4) **Required (if applicable):** Society incorporation document *(not applicable for local governments or First Nations)*
- 5) photographs
- 6) letters of support
- 7)
- 8) note BCR and Funding Approval from the North Coast Regional District forthcoming after the Board meetings
- 9)
- 10)



## 18. Authorization

- ☒ I have read and understand the [Community Halls and Recreation Facilities Application Guide](#) including the eligible and ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- ☒ I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree to publicly acknowledge funding and assistance by Northern Development.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ★ Please type name.	Position/title:	Date:
Teresa Robinson	Band Manager	April 15, 2019

## 19. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ★ Please do not scan this form (if possible).

Email: [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)



445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0  
Phone: 250-841-2500 / 841-2525 Fax: 855-259-7085

April 15, 2019

Northern Development Initiative Trust  
Attn: Derek Baker, Economic Development Manager  
1268 5<sup>th</sup> Avenue  
Prince George, BC V2L 3L2

RE: Letter of Support Gitga'at First Nation Community Hall Renovation Project

Dear Mr. Baker:

On behalf of Chief and Council, I herein express our full support of Gitga'at First Nation's Community Hall Renovation Project, outlined as per the attached application, for funding under Northern Development Initiative Trust's Community Hall and Recreation Facilities Program in the amount of \$30,000 to renovate our building in downtown Prince Rupert.

Gitga'at First Nation is dedicated to advancing the prosperity of our band members through full self-sufficiency. Having a centralized location to provide services for our many Gitga'at First Nation members in Prince Rupert as well as those living in Hartley Bay, is critical to sustaining the health and social connectivity of our Nation.

We hope and trust you will support our valuable community hall project.  
Sincerely,

Ch

## FABULOUS FESTIVALS AND EVENTS

**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>



**+ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.**

**+ NOTICE:** You must fill out and submit a [pre-qualification form](#) before you submit an application unless your festival or event has previously been approved for funding.

### 1. Project Name

Provide the name of the festival or event:	
Tlell Fall Fair	
Provide the date(s) of the festival or event:	Have you previously received any Northern Development funding for this festival or event?
August 3 - 4, 2019 <i>+ Applications must be submitted at least six weeks before the festival or event is scheduled to take place.</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No

### 2. Applicant Profile

Applicant organization (legal name):	Non-profit society registration no.:
Tlell Fall Fair Committee, Graham Island East Coast Farmers Institute	Designated Not for Profit Under the Womens and Farmers Institute Act of BC
Mailing address:	Telephone:
PO Box 497, Queen Charlotte BC, V0T 1S0	250-559-8975
Email:	Website (URL):
doug.louis@hgqci.org	www.tlellfallfair.ca

### 3. Primary Contact Information

Primary contact (for this application):	Position/title:
Douglas Louis	President Tlell Fall Fair

Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:



## 4. Resolution of Support

Identify the local or First Nations government that is providing a resolution of support for this funding application\*:

North Coast Regional District

The resolution of support is:

- ☐ Not required. The festival or event has been previously approved for funding.  
 ✦ *If the festival or event is located in the North Coast Regional District or Village of Cache Creek, a resolution of support is required for each application.*
- ☐ Attached.
- ☐ Not yet secured. The scheduled council meeting date is:

✦ *Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.*

\* *The appropriate government agency should be determined based on the location of the festival/event. For example:*

- ✦ *A festival/event within a First Nations community requires a band resolution of support.*
- ✦ *A festival/event within the municipal boundary requires a resolution of support from the municipality.*
- ✦ *A festival/event outside the municipal boundary requires a resolution of support from the regional district.*

✦ *Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert festival or event name) from the (insert regional development account name).*

## 5. Eligibility Confirmation

Please check all that apply:

- ☒ I have filled out the [pre-qualification form](#) available online. (If not, you must fill out this form before submitting an application.)
- ☒ The event is not in its first year of operation.
- ☒ The event is held in a concentrated time period.  
 ✦ *For example, the event is not a series of summer music concerts, multi-weekend regional mountain bike race, etc.*
- ☒ The event is not a fundraiser.  
 ✦ *For example, Terry Fox Run, Relay For Life, Festival of Trees, etc.*
- ☒ The event is not political in nature.  
 ✦ *For example, a partisan rally or gathering, an issue-based fundraiser, etc.*
- ☒ The event is not religious in nature.  
 ✦ *For example, Christmas, Halloween, Thanksgiving, or Easter event, etc.*
- ☒ The event is not held annually in communities across the province or country.  
 ✦ *For example, Canada Day celebrations, Remembrance Day memorials, May Day parades, etc.*
- ☒ The event is not a league or club event.  
 ✦ *For example, sports training camps, provincial sport tournaments, bonspiels, etc.*
- ☒ The event is not solely an artisan and craft fair.
- ☒ The event is not an industry based event.  
 ✦ *For example, oil and gas industry event, cattle industry event, forestry industry event, etc.*
- ☒ The event is not part of a conference or workshop.  
 ✦ *For example, Natural Resource Forum, Air Quality Workshop, Oil and Gas Conference, etc.*

## 6. Festival/Event Overview

Provide a description of the festival or event:

The Tlell Fall Fair is a two day event held at the Tlell Fall Fairgrounds in Tlell BC. The event is an opportunity for local crafter, Gardeners, Farmers and artists to show off their work. It is also a celebration of Local Agriculture on Haida Gwaii. The first day is the Exhibitors day to bring all of the exhibits in for judging that evening 15 of 18 categories are judged at a provincially established standard and the last three are judged the morning of the paid attendance portion of the Fair. The second day is the main attraction for most people. It is when all the Music, games, food, demonstrations, information sessions and vendor sales.

Please describe how the festival or event promotes or strengthens the unique character of the community:

The event bring people from all over to see what can be made, grown and seen here on Haida Gwaii. It is a venue for people of similar interests to exchange ideas and to mingle with new people and enjoy a fun day doing it.

Has your organization previously been funded under this program? If so, what year(s)?

Yes, we were funded 2015 - 2017. Our 2018 was lost and we were not funded.

Do you have any paid staff for this festival or event? If so, how many?

No.

Do you have any volunteers for this festival or event? If so, how many?

Yes, Approximately 90.

## 7. Direct Economic Benefits

<p>Outline the economic benefits to the local or regional economy:</p> <p>During the actual fair ( approx. 7 hours) between \$19,000 and \$22,000 exchanges hands through the vendors. The Tlell Fall Fair Committee strives to purchase all supplies on Haida Gwaii.</p>	
<p>Outline how the festival or event will attract tourism to the community:</p> <p>Many people plan their vacations to the islands based on what is happening on the Islands. We have seen an average of 33% of our attendees from non Haida Gwaii locations. Our parking crew keeps tabs on this information. We also get emails fro people asking when the fair is happening and where they can camp or stay.</p>	
<p>Does your festival or event feature artistic performances?</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>	<p>If yes, do you compensate artists and arts professionals by paying fess at industry standards and adhere to international intellectual property rights standards?</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>
<p>Number of people who attended or participated in the previous festival or event:</p> <p>1500</p>	<p>Number of people projected to participate or attend the festival or event this year:</p> <p>1800</p>
<p>Do you track where attendees and participants are from (e.g. their home community)?</p> <p><input checked="" type="radio"/> Yes    <input type="radio"/> No</p>	<p>What percentage or number of last year's attendees was from outside the community in which the festival or event was held?</p> <p>80</p>

## 8. Festival/Event Financials

<p>Actual expenses for last year's festival or event:</p> <p>\$ 14,335.00</p>	<p>Actual revenue for last year's festival or event:</p> <p>\$ 18,116.00</p>
<p>Budgeted expenses for this year's festival or event:</p> <p>\$ 22,000.00</p>	<p>Estimated revenue for this year's festival or event:</p> <p>\$ 25,000.00</p>

+ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.



## 9. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 2,500	★ <i>Maximum allowable grant is:</i> ▪ \$2,500 per festival or event with a total project budget less than \$50,000. ▪ \$5,000 per festival or event with a total project budget of \$50,000 or greater.
Describe how will the funding be used to increase the event hosting capacity:		
<p>The Funds will be used for rental of the sound equipment, as well as extra tent rentals for shade or protection from the rain. Printing of our Exhibitor catalog and banners for the day.</p>		

★ Please refer to the [Fabulous Festivals and Events Application Guide](#) for ineligible costs.

## 10. Other Funding Sources (if applicable)

Funding source:	Amount (\$):
Northern Savings Credit Union (Requesting)	\$ 1,000
Gwaii Trust (Requesting)	\$ 1,500
Haida Gwaii Co-op	\$ 500
	\$
	\$
TOTAL OTHER FUNDING: \$ 3,000	

## 11. Attachments

List all documents attached to this application:

Document name:
<input checked="" type="checkbox"/> 1) <b>Required:</b> Financial statements from the last festival or event.
<input checked="" type="checkbox"/> 2) <b>Required:</b> A copy of the most recent festival or event brochure.
<input checked="" type="checkbox"/> 3) <b>Required:</b> Society incorporation document.
<input checked="" type="checkbox"/> 4) <b>Required (if applicable):</b> Local government or band resolution of support (as outlined in section 4. Resolution of Support)
5)
6)

### 12. Authorization

- ☒ I have read and understand the [Fabulous Festivals and Events Application Guide](#) including the ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- ☒ I also agree to submit a report using Northern Development's reporting form to verify performance measures for the event within 30 days of the festival or event's completion and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☒ I agree to provide photos of the festival or event and permission for Northern Development to use the photos for promotional purposes.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree to publicly acknowledge funding and assistance by Northern Development.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): + Please type name.	Position/title:	Date:
Douglas Louis	President	May 7, 2019

### 13. Submitting Your Application

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. + Please do not scan this form (if possible).

Email: [info@northernddevelopment.bc.ca](mailto:info@northernddevelopment.bc.ca)