



445 Hayimiisaxaa Way, Hartley Bay, BC V0V 1A0
Phone: 250-841-2500 / 841-2525 Fax: 250-841-2541

May 8, 2013

By E-Mail: jmerrick@sqcrd.bc.ca

Skeena Queen Charlotte Regional District
Prince Rupert, BC,

Attention: Joan Merrick, Chief Administrative Officer

Dear Board Members:

RE: Gitga'at First Nation Application to the NDI Community Hall Grant Program.

Pursuant to the terms of the NDI application process, this application for a grant of \$30,000, to renovate and upgrade the Hartley Bay Memorial Center (Community Hall) kitchen and washroom facilities, is forwarded to the Skeena Queen Charlotte Regional District for a resolution of support. Copy of the application and attachments are attached for your review.

Quoting from the application, the following details of the Community Hall Project are provided for your consideration:

The Community of Hartley Bay:

The Gitga'at Nation is a First Nation as defined under the Canada Indian Act. The elected band council is responsible to provide programs and services for band members and to ensure a standard of living for residents that meets or exceeds federal and provincial standards. Services include water, sewer, transportation infrastructure, land management, maintenance, marine services, communal fishing, emergency services, education services and services to elders and families. Many of the residents of Hartley Bay are employed by the band council to deliver these services. All food and supplies are delivered to the community by boat from Pr. Rupert.

Hartley Bay is a rural, remote and isolated community located on the coast, 4 hrs. from Pr. Rupert and 5 hrs. from Kitimat by boat. The community is accessible only by float plane, ferry-water taxi or other vessel. There are currently 160 band members living in the community and an additional 490 who live off of the reserve. Hartley Bay has a harbour used by many private and commercial boats.

The Hartley Bay Memorial Center is used by the Band Council and community members to hosts events including: celebrations, weddings, funerals, memorials, community gatherings, school activities and accommodation for visitors and participants in coastal canoe journeys. In addition, the center is used for

emergency evacuations of the community and it was the Emergency Evacuation center that occupants of the Queen of the North used when the ferry sank off of Gill Island. The facility also offers fitness programs.

As a public facility, the Community Recreation Centre is open six days a week from 5:00 PM – 10:30 PM, for meetings or recreational activities, and afternoons, Monday to Friday, for the Hartley Bay school physical education program. During an average week, the Center is used by approximately 350 users, many more than once, plus 32 students (K-12) daily on school days for sports and recreational activities. The kitchen is used to serve food for gatherings and, in the future, a daily lunch program for students & elders.

Building a Healthy Community, which includes developing a healthy and sustainable quality of community life, is one of the three core goals of the Gitga'at Community. The additional goals are: Protect and conserve lands, waters and resources in Gitga'at Territory; and, Build an ecologically sustainable economy for the Gitga'at community. A well equipped and functioning community center is one of the keys to helping the Gitga'at community to achieve these goals.

Upgrades to the kitchen and washrooms will enable delivery of a lunch program for elders and students; catering for community events; delivery of workshops and training activities; and, hosting of emergency operations and housing as needed.

The Project:

The Hartley Bay Memorial Center was constructed in early 1980's and despite ongoing care and maintenance it is showing its age. The building consists of a lobby, kitchen, public washrooms, gymnasium, stage, locker rooms and storage area. This facility is the largest and most frequently used building in Hartley Bay. It serves as the gymnasium for the school, K to grade 12, as well as the community center and emergency response center for the entire community. Examples of uses include: school lunch program, meeting room for community groups, the community emergency response center and emergency evacuation (rescue) center.

Recent renovations and upgrades to the facility in 2012 include emergency repairs to the exterior, a new furnace and electrical upgrades.

a. Kitchen Project Objectives:

Renovate, expand and upgrade the kitchen facility in the Community Center to include:

- New kitchen appliances
- Expanded food preparation area
- Increased storage capacity
- Electrical outlets and lighting to be brought up to current building code standards
- Repair water damage and remove mold
- new flooring

b. Bathroom Project Objectives:

Renovate 1 male and 1 female washroom to make them fully accessible to disabled users and seniors.

- a 2012 Accessibility Fund Grant of \$37,350 has been approved for this portion of the project.

Benefits:

The existence of the Community Center ensures that Hartley Bay is able to meet the needs of the local community and visitors by:

- providing a multi-purpose recreation facility and gathering place for students, band members and local employees of provincial and federal programs, (health, RCMP, etc.) which enables the community to attract and retain workers;
- supporting local employment of 1.5 FTE's plus workers during the renovation period;
- enabling community members to prepare food for events held at the Center and for the school lunch program;
- ensuring that there is a suitably equipped facility for local or regional emergency operations and evacuations;
- providing a suitable facility to hold workshops, training activities and for hosting community events.

Project Cost and Budget:

As summarized in the attachments to the NDIT application, the Project is estimated to cost \$135, 662.

Funds required are as follows:

| | |
|------------------------------|-----------|
| a. Approved Grant from HRSDC | \$37,350 |
| b. Band Council Contribution | \$50,312 |
| c. Band Council in-kind | \$18,000 |
| d. NDIT Community Hall Grant | \$30,000 |
| Total: | \$135,662 |

A certified resolution of support by the SQCRD is required in order for this application to be considered by the NDIT. If you have any questions about the application or require additional information in order to make a decision, please contact the undersigned CEO Ellen Torng, or our consultant, Bill Beamish of W. Beamish Consulting Ltd. at 604-989-2364 of wbc_ltd@fastmail.fm.

Thank you for your support.

Sincerely,



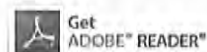
Ellen Torng,
Chief Executive Officer
Gitga'at Nation

Attachments: NDIT Community Hall Application and Attachments

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>



1. Project Name

Provide a name for the project that is proposed in this funding application:

HARTLEY BAY MEMORIAL CENTER KITCHEN AND BATHROOM UPGRADE PROJECT

2. Applicant Profile

| | |
|---|--|
| Applicant Organization (Legal Name): GITGA'AT FIRST NATION | Non-Profit Society Registration No. (if applicable): HARTLEY BAY BAND NO. 675 |
| Address (street, city, postal code): 445 HAYIMISAXAA WAY, HARTLEY BAY, BC, V0V 1A0 | |
| Telephone: 250-841-2500 | Fax: 250-841-2541 |
| Email: hbvc@gitgaat.net | Website (URL): www.gitgaat.net |

3. Primary Contact Information

| | |
|--|--|
| Primary Contact (for this application): ELLEN TORNG | Position / Title: CHIEF EXECUTIVE OFFICER |
|--|--|

Complete the following if different from Applicant Organization contact information:

| | |
|---|----------------------------|
| Address (street, city, postal code): S/A | Telephone: 250-841-2500 |
| Email: ellentorng@gitgaat.net | Fax: 250-841-2541 |

4. Select the Application Process

Northern Development accepts Community Halls and Recreation Facilities funding applications to each of the following Trust Accounts. See the Application Guide for more information on the advisory review and approval process.

Select **one** of the following accounts:

Regional Development:

- ☐ Cariboo-Chilcotin/Lillooet
- ☐ Northeast
- ☒ Northwest
- ☐ Prince George



Identify the municipality or regional district that is supporting this funding application:

SKEENA QUEEN CHARLOTTE REGIONAL DISTRICT

Resolution of Support:

- ☐ A resolution of support from the municipality or regional district is attached.
- ☒ A resolution of support has not yet been secured from the municipality or regional district.

The date when this funding application is scheduled for review is: MAY 24, 2013

For all Regional Development Account applications, applicants are responsible for securing a resolution of support from a municipality or regional district. The applicant must provide a certified copy of the resolution of support to Northern Development before a funding decision can be made.

The resolution of support must specify formal support for the funding application to Northern Development by the municipality's Council or the regional district's Board, the amount and terms of the funding supported, and the account and local government allocation that the Council or Board supports the funds to be drawn from.

5. Project Overview

Provide a concise description of the project:

The Hartley Bay Memorial Center was constructed in early 1980's and despite ongoing care and maintenance it is showing its age. The building consists of a lobby, kitchen, public washrooms, gymnasium, stage, locker rooms and storage area. This facility is the largest and most frequently used building in Hartley Bay. It serves as the gymnasium for the school, K to grade 12, as well as the community center and emergency response center for the entire community. Examples of uses include: school lunch program, meeting room for community groups, the community emergency response center and emergency evacuation (rescue) center.

Recent renovations and upgrades to the facility in 2012 include emergency repairs to the exterior, a new furnace and electrical upgrades.

A. KITCHEN PROJECT OBJECTIVES:

Renovate, expand and upgrade the kitchen facility in the Community Center to include:

- * New kitchen appliances
- * Expanded food preparation area
- * Increased storage capacity
- * Electrical outlets and lighting to be brought up to current building code standards
- * Add an electrical generator capable of providing limited operation of the facility during emergencies or sustained power outages
- * Repair water damage and remove mold
- new flooring

B. BATHROOM PROJECT OBJECTIVES:

Renovate 1 male and 1 female washroom to make them fully accessible to disabled users and seniors.

- refer to copy of approved 2012 Accessibility Fund Grant attached to this application.

Explain the rationale for the project:

The Gitga'at Nation is a First Nation as defined under the Canada Indian Act. The elected band council is responsible to provide programs and services for band members and to ensure a standard of living for residents that meets or exceeds federal and provincial standards. Services include water, sewer, transportation infrastructure, land management, maintenance, marine services, communal fishing, emergency services, education services and services to elders and families. Many of the residents of Hartley Bay are employed by the band council to deliver these services. All food and supplies are delivered to the community by boat from Pr. Rupert.

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Building a Healthy Community, which includes developing a healthy and sustainable quality of community life, is one of the three core goals of the Gitga'at Community. The additional goals are: Protect and conserve lands, waters and resources in Gitga'at Territory; and, Build an ecologically sustainable economy for the Gitga'at community. A well equipped and functioning community center is one of the keys to helping the Gitga'at community to achieve these goals.

Upgrades to the kitchen and washrooms will enable delivery of a lunch program for elders and students; catering for community events; delivery of workshops and training activities; and, hosting of emergency operations and housing as needed.

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

6. Direct Economic Benefits

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

The existence of the Community Center ensures that Hartley Bay is able to meet the needs of the local community and visitors by:

- providing a multi-purpose recreation facility and gathering place for students, band members and local employees of provincial and federal programs, (health, RCMP, etc.) which enables the community to attract and retain workers;
- supporting local employment of 2.5 FTE's;
- enabling community members to prepare food for events held at the Center and for the school lunch program;
- ensuring that there is a suitably equipped facility for local or regional emergency operations and evacuations;
- providing a suitable facility to hold workshops, training activities and for hosting community events.

7. 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: | 1 | 35+ hours/week | 12 months/year | Completion of this project will ensure the continued operation of the center and delivery of programs to the community |
| Direct permanent part-time jobs: | 1 | hours/week | 12 months/year | |
| Direct seasonal jobs: | | hours/week | months/year | |

8. New Employment (Job Creation)

The following job creation will be reported on by the applicant organization for a five (5) 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 | janitor/maintenance |
| Direct permanent part-time jobs: | 1 | 18 hours/week | 12 months/year | rec. pgms; kitchen wkr for school lunch pgm and meals on wheels |
| Direct seasonal jobs: | | hours/week | months/year | |
| Direct temporary jobs (construction or consulting): | 4 | 140 hours/week | 3 months/year | carpenter; electrician; project manager |
| TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION: | | | | 5.0 |
| + 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. | | | | |

9. Increased Revenue Generation

The following annual revenue generation will be reported on by the applicant organization for a five (5) year period to demonstrate the direct economic benefits of the project:

| Current Annual Revenues: | Projected Annual Revenues | | | | |
|---|---------------------------|----------|----------|----------|-----------------|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| \$ 7,000 | \$ 7,000 | \$ 7,500 | \$ 7,500 | \$ 7,750 | \$ 8,000 |
| INCREMENTAL REVENUE GENERATION OVER FIVE (5) YEARS: | | | | | \$ 2,750 |
| <i>+ Incremental revenue is the sum of the Projected Annual Revenues for the five (5) years of the project, minus the Current Annual Revenues maintained over the same five (5) year period.</i> | | | | | |
| Describe how the revenue will be generated and the sources of revenue: 1. increased fees for community participation in recreational programs 2. incremental increased in cost recovery for events 3. increased costs for rentals 4. Band Council allocation of discretionary funds | | | | | |
| What percent of the projected annual revenue is from outside central and northern BC? | | | | | 0 % |

10. Project Participation

| | |
|---|---|
| List all participants that will actively contribute to the project: | |
| Communities (population ≤ 5,000 residents): | n/a |
| Communities (population > 5,000 residents): | n/a |
| First Nations Communities: | Gitga'at Nation Band Council |
| Private Businesses: | none |
| Non-Profit Organizations: | none |
| Governmental Organizations: | Federal Government, HRSDC 2012 Small Project Component of the Enabling Accessibility Fund Grant Program |

11. Project Milestones

| Stage of Project: | Scheduled Date: | Describe the current stage of the project: |
|--|-------------------|---|
| 1) NDIT Grant Approved & mobilization of contractor | June 2013 | 1. a Grant of \$37,350 has been approved for the bathroom upgrades with 25% or \$12,450 committed by the Band Council; 2. other than planning, no work on this project has commenced; 3. on-site work, deconstruction and renovations are projected to commence in July and be completed in August, 2013, while school is out for the summer. |
| 2) deconstruction of existing kitchen and bathroom areas | July 2013 | |
| 3) select and order new kitchen appliances | June 2013 | |
| 4) bathroom renovation | July -August 2013 | |
| 5) kitchen renovation | July-August 2013 | |
| 6) install new appliances and invite the community | August 2013 | |

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

12. Project Budget

| Expense Item: | Amount (\$): | Verification: |
|---|--------------|---|
| Bathroom renovation | \$ 49,800 | <input checked="" type="checkbox"/> Quote(s) attached |
| Kitchen Renovation contractor costs | \$ 40,000 | <input checked="" type="checkbox"/> Quote(s) attached |
| Appliances, flooring, and materials (including delivery) | \$ 27,862 | <input checked="" type="checkbox"/> Quote(s) attached |
| Project management, audit and design, (In-Kind contribution- see budget attach) | \$ 18,000 | <input type="checkbox"/> Quote(s) attached |
| | \$ | <input type="checkbox"/> Quote(s) attached |
| | \$ | <input type="checkbox"/> Quote(s) attached |
| TOTAL PROJECT BUDGET: | | \$ 135,662 |

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

13. 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. |
| Loan | \$ 0 | Re-Payment Terms Requested: |
| TOTAL REQUESTED: \$ 30,000 | | |

The Community Halls and Recreation Facilities program limits funding to a **maximum one-time grant of \$30,000 per facility**. For projects requiring additional funding, a loan may be requested from Northern Development.

14. Other Funding Sources

| Funding Source: | Amount (\$): | Identify funding terms: | Identify funding confirmation: |
|---|--------------|--|--|
| HRSDC Enabling Accessibility Fund (Cheque received) | \$ 37,350 | <input checked="" type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other: | <input checked="" type="radio"/> Approval letter attached <input type="radio"/> Date approval expected: |
| Gitga'at Band Council | \$ 50,312 | <input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: council resolution | <input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected: |
| Gitga'at Nation | \$ 18,000 | <input type="radio"/> Grant <input type="radio"/> Loan <input checked="" type="radio"/> Other: in-kind | <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 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: |
| TOTAL OTHER FUNDING: \$ 105,662 | | TOTAL PROJECT FUNDING: \$ 135,662 (Northern Development + Other Sources) | |

Prior to disbursement of funds, 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 six other funding sources, attach a complete list separately.

15. Leveraging

Calculate Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: **22.1 %**

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

Northern Development provides funding up to a maximum of 33.33% of a total project budget (a leveraging ratio of \$1.00 from Northern Development to \$2.00 from other sources).

16. Sustainability

Explain how funds will be generated to operate the facility for five (5) years:

user fees
hall rentals
Provincial Emergency Program - for emergency response activities
Donations from users/visitors
Band Council
School District

Where will the funds come from to support the new full time and part time positions?

- Through Rentals and AANDC funding which is discretionary as we are block funded which means we can adjust funds to meet needs

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

Arriving in Hartley Bay one is struck by the presence of two tall weathered totem poles that stand at the entrance to the centrally located Community Center, the largest and most frequently used facility in Hartley Bay. This facility provides opportunities for all residents to gather and meet or work together and in so doing it instills a sense of community pride and togetherness. During the day the Community Center is used by students from K to 12 for school sports and fitness activities and it provides opportunities for other communities to meet in friendly competition. In the evening the center is used by residents participating in recreation and fitness activities, workshops or gatherings. When necessary the center is used for funerals, memorials, weddings, birthdays and other community events or celebrations. Upgrading the facility will help to ensure that it will continue to be accessible for these uses while providing opportunities for new programs and activities that will help to retain population and welcome off reserve members home.

Describe how the project will contribute to environmental sustainability:

1. it is a multi use facility for sports and community activities
2. it will be used for education and skills workshops and training opportunities (2013 Healthy Communities Health Fair & Dialogue)
3. it is an emergency response and operation center with a proven capability of housing victims of ship wrecks on the Pacific Coast
4. it is the largest coastal community facility between Prince Rupert, Kitimat and Klenmtu.
5. it will be used to prepare food for the school lunch program and for the Meals on Wheels Program for elders and disabled residents
6. having this facility helps employers like the Band Council, Northern Health, the church, the Post Office and others to attract and retain workers in the community.
7. it is a facility that supports activities for youth and for young families

Describe and quantify any increase to property value(s) that would directly result from the project:

not applicable

17. Attachments

List all documents attached to this application:

| Document Name: |
|---|
| 1) HRSDC 2012 Enabling Accessibility Fund Grant (approved) cheque copy (\$37,350) - phone call but no letter received |
| 2) Gitga'at Nation Band Council Resolution |
| 3) Kitchen Quote |
| 4) Bathroom Quote |
| 5) Equipment and appliance quote for kitchen |
| 6) Overview of the Gitga'at Nation and photos of Hartley Bay |
| 7) Excel spreadsheet with project budget details |
| 8) Certified copy of SQCRD Board Resolution - after May 24, 2013 |
| 9) |
| 10) |

18. Authorization

I AFFIRM 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 report 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 any enquiries of such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations operating in my organization's field of activities, to collect and share information with them, as Northern Development deems necessary, in order to reach a decision on this application, to administer and monitor the implementation of the project and to evaluate their results after project completion.

I agree that information provided in this application form may be shared with the appropriate Regional Advisory Committee(s) and/or Northern Development staff and consultants.

Name: Ellen Tornø
Organization Signing Authority

Title: Chief Exec. Officer

Date: May 2, 2013

19. Submitting Your Application

Completed funding application forms (with all required attachments) should be provided electronically to Northern Development by email.

Email: info@northernddevelopment.bc.ca



Gitga'at First Nation Council Resolution

Note: The words "From our Band Funds", "Capital" or "Revenue", which ever is the case, must appear in all resolutions requesting expenditures from Band Funds.

| | | | | |
|-----------------|-----------------------|-------------------------|----|--|
| The Council of | Gitga'at First Nation | Current Capital Balance | \$ | |
| Agency District | Northwest District | Committed | \$ | |
| Province | British Columbia | | | |
| Place | Hartley Bay | Current Revenue Balance | \$ | |
| Date: | 13 5 2013 | Committed | \$ | |
| | day month year | | | |

WHEREAS

The Hartley Bay Memorial Recreational Center is the main and only large facility in the community of Hartley Bay to host community events such as public meetings, sporting activities, memorials, funerals and other community needed services and

WHEREAS

The Hartley Bay Memorial Recreational Center is in need of repairs to its main washrooms to accommodate the physical disabled and the public kitchen facility which must be updated to meet public health requirements

THEREFORE BE IT RESOLVED THAT

That the Council of Gitga'at First Nation apply to the Northern Development Initiative Trust for a grant of \$30,000 under the NDI Community Hall grant program to support the Washrooms and Kitchen renovations at the Hartley Bay Memorial Recreational Center

A quorum for
Gitga'at First Nation
consists of THREE
Council Members

Chief Councillor

Deputy Chief

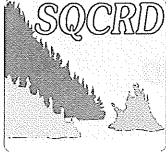
Councillor

Councillor

Councillor

Councillor

| | | | | | |
|------------------|----------------------|------------|-------------------|--------------|---|
| Band and Code | 2. Computer Balances | | 3. Expenditure | 4. Authority | 5. Source of Funds capital revenue |
| | A. Capital | B. Revenue | | | |
| Recommended | | Approved | | | |
| date | recommended officer | date | approving officer | | |



STAFF REPORT

DATE: May 24, 2013
FROM: Jennifer Robb, Treasurer
SUBJECT: Northern Development Initiatives Trust – Funding Options

Recommendation:

THAT the Board receives the staff report “Northern Development Initiatives Trust – Funding Options”

Background:

Staff was asked to provide clarification on the funding programs and availability to the RD. Please see the attached description of the funding programs available to the RD as well as a funding matrix to provide clarification on funding allocation.

NDIT Funding Programs Summary Available to the SQCRD

Feasibility Studies

The Feasibility Studies program provides grant funding to undertake feasibility study projects. Projects must be focused on feasibility studies that demonstrate a strong business case for major infrastructure project that is generally aligned with Northern Development's Economic Diversification Infrastructure funding program.

Economic Diversification Infrastructure

The Economic Diversification Infrastructure program provides funding to support the diversification of local and regional economies through infrastructure and capital investment support. It provides funding for infrastructure that directly creates new jobs and increases revenues in central and northern British Columbia.

Community Halls and Recreation Facilities

The Community Halls and Recreation Facilities program provides funding from a regional development account to improve or expand existing facilities in order to increase the number of events held annually in the community, contributing to service sector revenues in the local economy.

Marketing Initiatives

The Marketing Initiatives program provides grant funding to undertake a marketing initiative project. Projects must be focused on development and implementation of a marketing initiative that will directly increase revenues within the region. This program supports marketing initiatives that directly increase revenue generation within the local or regional economies.

Community Foundation Matching Grants

The Community Foundation Matching Grants program matched funding to assist with the establishment of a dedicated endowment within a registered community foundation over a two year period.

Every dollar raised within the community is matched up to \$50,000 over a two year period, yielding a potential endowment account value of \$100,000. The community

foundation endowment account will provide grants to non-profit societies for community and social enhancement within the community area, in perpetuity.

Governance Essentials Scholarship

The Governance Essentials Program for Directors of Not-For-Profit Organizations provides twelve need-based Northern Development Initiative Trust scholarships, valued at \$1,000 each. These scholarships are available annually to support the participation of not-for-profit board members and executive directors who would not be able to participate in the "Governance Essentials Program" due to financial considerations.

Economic Development Capacity Building

Economic Development Capacity Building funding provides up to \$35,000 annually from the Cross Regional Account. This funding is provided each year to build economic development capacity throughout central and northern British Columbia.

Grant Writing Support

The Grant Writing Support program provides annual funding from the Cross Regional account for grant writer positions. Each year, \$7,500 in rebate funding is provided to support employment of a locally-based grant writer that is directly supervised by local or band government administration to prepare funding application to agencies, foundations, and government programs. In addition, this capacity may be used to respond to community priorities and non-profit requests for grant application research and writing.

Local Government Management Internship

Northern Development Initiative Trust, in partnership with the University of Northern British Columbia and the Local Government Management Association established the Northern Development Local Government Management Internship Program. This program is meant to train and retain talented professionals in the north.

The program prepares young people for an exciting career in local government, while supporting capacity building and succession preparation for retiring senior staff in smaller, rural northern local governments. The internship program provides funding northern local governments to host and mentor an intern for a 12 month period with the first internships starting in May/June 2013.

NORTHERN DEVELOPMENT FUNDING PROGRAMS AVAILABLE TO SQCRD

| Funding Program | Maximum Grant % Available | Maximum Grant \$ Available | Funding Allocation |
|---|---------------------------|----------------------------|-------------------------|
| Community Infrastructure | | | |
| Feasibility Studies | 29% | \$20,000 | Regional |
| Economic Diversification Infrastructure | 29% | \$100,000 | Regional |
| Community Halls and Recreation Facilities | 33% | \$30,000 | Regional |
| Capacity Building | | | |
| Marketing Initiatives | 29% | \$20,000 | Regional |
| Community Foundation Matching Grants | 50% | \$50,000 | Regional |
| Governance Essentials Scholarship | 40% | \$1,000 | Regional |
| <i>Economic Development Capacity Building</i> | <i>100%</i> | <i>\$35,000</i> | <i>Cross Regional *</i> |
| <i>Grant Writing Support</i> | <i>75%</i> | <i>\$7,500</i> | <i>Cross Regional *</i> |
| Internship | | | |
| Local Government Management Internship | 75% | \$35,000 | Regional |
| | | | |

** Funding available each calendar year. Does not impact Regional Funding.*

Regional Funding Total for the SQCRD through NDIT

| | |
|---------------------------------------|------------------|
| Current Regional Funding Total | \$587,099 |
|---------------------------------------|------------------|

| | |
|---|-----------------|
| Amount Eligible for grants each year <i>(Funding Total of \$587,099 x 5%)</i> | \$29,355 |
|---|-----------------|

Each calendar year, the SQCRD may grant up to 5% of the funding total through any of the Funding Programs offered by NDIT.

If the funds for grants are not used, they are rolled over into the **Funding Total** thereby increasing the amount available for funding.

Example: *If the SQCRD does not provide any grants in 2013 out of the \$29,355 total available, how would this affect future years?*

| | |
|--|----------------------------|
| <i>Previous Funding Total</i> | <i>\$587,099</i> |
| <i>5% Eligible for grants (not used)</i> | <i>\$29,355</i> |
| <i>New Funding Total</i> | <i>\$616,454</i> |
| <i>Amount Eligible for Grants in the following year</i> <i>(New Funding Total of \$616,454 x 5%)</i> | <i>\$30,823</i> |



Haida Gwaii Recreation Coordinator's Report

Month End: April 2013

Submitted By: Pamela Richardson

The HG Recreation Commission has four categories, from September to June, that our programs fall into; Drop-In Programs, Registered Programs, Movies and Community Events. We also assist in obtaining rental spaces and advertising help for community members.

Registered Programs

Shito Ryu Youth Karate- instructor Deavlan Bradley began the Spring session of Shito Ryu Karate this month. It will run at **Queen Charlotte** Secondary School Tuesdays and Thursdays 6:00-7:30pm for April and May. 20 participants continue to attend consistently. 2 additional individuals attend sporadically.

Weight Room Orientations –Angela Gross oversaw the **Queen Charlotte** orientation on April 11th and showed 3 eager participants the weight room ropes and then again on April 13th for 3 additional people. In **Port Clements** on April 11th there were also 3 people taking part in the orientation.

Alternate Fitness –BCRPA-certified instructor and physiotherapist Heather Brule is running Alternate Fitness classes in **Sandspit** and will continue to offer programs on Wednesdays from 11:00am- 12:00pm at the Sandspit Community Hall. She has had a total of 21 participants in the month of April. Heather also began Alternate Fitness classes on April 8th in **Skidegate** at the George Brown Rec Centre to capitalize on participants in an established elders' walking group 15 people participated. Alternate Fitness is free for participants, and is designed to provide increased fitness and mobility options for those living with, or at risk for, chronic disease. There were two classes of **Masset** Alternate Fitness this month with a total of 4 participants. Port Clements and Masset Alt Fit classes are on hold until the Fall.

Bike Re-Psych Repair Workshops – the bicycle crew is back up and pedaling! They meet Wednesdays from 4:00-7:00pm at the **Queen Charlotte** Secondary School, but will also be putting their mobile trailer to use and offering workshops throughout the islands in the months to come. These workshops provide community members with knowledge and skills to repair their rides, assist friends, and reduce car costs. Workshop averages are 6 people. The Bike Re-Psych group is planning a Masset event for early May.

Aikido for Beginners – long-time HG Rec instructor Toby Sanmiya continued his Aikido class this month, which was held in **Skidegate** from 5-7 pm. Returning students worked their way to an intermediate class session each Tuesday as skills develop. The class hosted 6 participants regularly and came to an end mid-March.

Canadian Firearms Safety (PAL) Course

Ron Haralson, long time instructor, completed the Spring installment of his PAL Course that ran two evenings a week in **Masset** at the beginning of April. There were 9 people that took this course.

Spring Circuit – Heather Brule has stepped in and filled the fitness gap the end of Body Burn has left in **Queen Charlotte** with her program Spring Circuit! This is a combination cardio, strength, core, stretch class happening on Wednesdays from 6-7pm. There have been 25 participants.

Basic Beginner Step – Newly BCRPA certified instructor Debbie Beemer is leading a Step Aerobics class in **Masset** at the Haida Gwaii Rec Building on Tuesdays/Thursdays from 6:15-7:15pm and Saturday mornings from 9-10am. There have been 49 participants.

Movie

This month Haida Gwaii Rec featured *Escape From Planet Earth* at four locations on island. The **Queen Charlotte** concession was provided by the Sk'aadgaa Naay French Group, the Rec Committee in **Port Clements**, the Canadian Jr. Rangers in **Sandspit**, and the GMD Girls' Soccer Team in **Masset**.

Masset: 60

Port Clements: 37

QCC: 46

Sandspit: 10

Total:153

Drop In Programs

Haida Gwaii Rec. provides insurance and First Aid to all volunteers willing to run drop in programs throughout the school year at all island schools. Volunteers collect twoonies to cover the School District 50 rental fee, and are charged per course for any incurred equipment damages. To register a sport for drop-in, a valid and current First Aid certificate is required. We are happy to announce that the Agnes L. Mathers School Gym is back up and open for Moresby Island recreation!

GYM OPEN FOR USE AS OF JANUARY 14TH 2013

Agnes L. Mathers Elementary Secondary School

Mondays and Thursdays:

Circuit Training 7:00-8:00pm

Wednesdays:

Youth Open Gym Night 6:00 – 8:00pm

Sundays:

Badminton 6:30 - 9:30pm

Queen Charlotte Secondary School

Mondays:

Dodge ball (*new*) 9:00-10:00

Thursdays:

Volleyball 8:00 – 10:00

Sk'aadgaa Naay Elementary

Tuesdays:

Aikido / Movement Practice 5:00 – 9:00

Port Clements Elementary

Thursdays:

Soccer 7:00 – 9:00

George M. Dawson Secondary School

Mondays:

Volleyball 7:00 – 9:00

Tuesdays:

Badminton 7:00 – 9:00

Wednesdays:

Senior Men's Basketball 7:00 – 9:00

Fridays:

Senior Men's Basketball 7:00 – 9:00

Events and Affiliated Programs**After School Sport Initiative (ASSI) Programs**

Programming continued into the month of April. April also saw the use of the Arts/Sports grant for programming, continue. Canoeing and Paddle Making was a highlight. The ASSI was successful in their Gwaii Trust Grant and was awarded \$10,000. This initiative now delivers a total of 9 subsidized programs across Haida Gwaii for youth ages 5-18, and focuses on combining peer mentorship with healthy activity and fundamental sport development skills. Below are the programs and attendances for the month of April:

Teen Gym (GMD): 75

Teen Surf Club (All Island):20

Canoeing and Carving (OMYC):45

Theatre and Fun (PCES):45

Art and Activities (PCES):8

Natural Art and Free Gym (TAH):16

After School Fun (OMYC):45

Rugby (TAH):6

Free Gym (SNES):60

Total attendance for ASSI programs: **320**

Haida Gwaii Arts Council Movies:

HG Rec and HGAC partnered again this month to bring **Silver Linings Playbook** to Queen Charlotte City.

This film made up for last month's poor showing with **56** attendees.

Old Masset Health Fair

On April 10th, HG REC and ASSI Coordinators had a table at the Old Masset Health Fair. We discussed programming with approximately **75** people and were able to sign up many families for our programming.

Sandspit Open Youth Gym

Haida Gwaii Rec has been partnered with the Sandspit Rec Commission to offer a night of Open Gym for youth once weekly. This has been happening for 15 weeks with an average of **19** participants weekly and a total of **285** youth in attendance since the program's inception.

Total February 2013 participants in HG Rec programs/events/movies: 887

Upcoming Spring Classes

Movie-May's Film is *Jack the Giant Slayer* is happening the 24th, 25th, 26th weekend in four communities on Haida Gwaii.

BOAT Exam – the updated Transport Canada-approved BOAT exams will continue to be offered in **Masset, Queen Charlotte** and **Port Clements** upon request.

Agate Man Mini-Tri

Haida Gwaii Rec has partnered with community groups to offer insurance and advertising for two mini triathlons happening this year. The Slate Man Mini-Tri will happen in Skidegate on Cinco de Mayo and feature kayaking or paddling, biking and running options. The longer Agate Man Mini-Tri will be between Pure Lake and Masset on the first weekend in August with traditional swim, bike run categories.

*The Slate Man has been postponed due to lack of support letter from Skidegate Band Council

Soccer Coaching Clinic/Aboriginal Coaching Module in May in conjunction with the Aboriginal Sports and Physical Activity Partnerships Council to happen tentatively May 26 weekend.

BC Rugby Coaching and Player Development Clinics Kris De Scossa, Rick Bourne, Sylvan Dugert, Dave Brown HG Rec, ASSI are all cooperating to make this happen.

Haida Gwaii: the Men's Health – Injury Prevention CHAMPIONS

With Northern Health and Michael McQuade. This program will be focused on open water safety and injury prevention on and around the water.

Space Rentals

Mother Goose- Harmonie Blais and SD 50 have rented our space for Wednesdays 12:15-1:15 from April 24th-June 26th. For April 7 people attended.

Stretch- Dawn Roberts rented our space for the four Wednesdays in April from 530-630pm

BC Teachers Association – Zoe Sikora rented our space on Saturday the 27th to show a FREE family movie and help families register to vote.

Other Projects and Reporting

Quarterly Meeting at Haida House 5pm – We are booked in for a dinner meeting in the Lounge of the Haida House at TI'all. We will be able to order off the menu. Dinner will be covered. Liquor will be on Commissioners' own bill. Date is June 6th.

Nights Alive Peer to Peer Mentoring and Outreach

Pamela went to a community meeting on April 11th to discuss the Old Masset Youth Program's new Harm Reduction Project. The Nights Alive Peer to Peer Mentoring and Outreach program will see 10 youth ages 16-25 educated in many aspects of harm reduction so that they are able to help their peers and impact the youth community of Masset and Old Masset by running youth programs on Fridays for

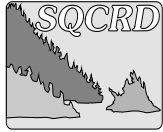
10 months. Haida Gwaii Rec committed to facilitating some of the icebreakers and group bonding sessions with surf and other recreation events.

Summer Program Grant

It may be rainy now, but summer will get here! In anticipation of this year's Summer Program, the HG Rec Coordinator submitted a grant application to the HRSDC Canada Summer Jobs Program, Youth Intake of Gwaii Trust funding, United Way and Success by 6. The Summer Day Camp Program application to Gwaii Trust was approved for \$9,975. The application to Success by 6 was approved for \$8000!

Lucy's Return

Lucy will be returning to her position as of May 6th 2013. Pamela will be reverting back to her role as the ASSI Youth Coordinator as of May 1st 2013. Welcome Back LUCY!



STAFF REPORT

DATE: May 24, 2013

FROM: Joan Merrick, Chief Administrative Officer

SUBJECT: City of Prince Rupert Proposed Boundary Expansion

RECOMMENDATION:

THAT the staff report entitled "City of Prince Rupert Proposed Boundary Expansion" be received;

AND THAT the Board endorse the draft letter to the City explaining its inability to provide comments regarding the proposed boundary expansion by the City's May 31, 2013 deadline and that comments will be provided once the Regional District has completed its review;

AND FURTHER THAT, if the Board chooses, staff be directed to send a letter to each private property owner affected to ask if they have any concerns they would like registered by the Regional District as part of the official response to the City of Prince Rupert.

BACKGROUND:

At the April 20th, 2013 Board meeting, the Board received correspondence from the City of Prince Rupert notifying them of a proposed boundary expansion into Electoral Areas A and C. At that meeting, staff outlined the following concerns related to the proposal:

1. The Regional District (RD) had not been contacted by City staff except to request information from the Regional District.
2. RD staff requested a meeting with City staff and proposed a date but had not had any communication or confirmation to the request.
3. The map provided was small and not sufficient for the RD to determine the properties affected by the proposal.
4. RD staff needed to have a full understanding of the consultation process being undertaken.
5. The RD is requesting that any information being prepared for consultation, ie: tax analysis, impacts, etc. be provided to the RD with adequate time for review prior to being distributed.
6. The RD needed clarification regarding how the City proposed to address the reason for the boundary expansion, such as "protection of view scape, protection of the watershed, and influence over future development".
7. RD requires assistance from the City to cover resources required to undertake any review, analysis or other work requested by the City.

The Board requested staff to send the above list of concerns to Directors Ashley and Kinney and to send a letter to the City of Prince Rupert outlining the Board's concerns regarding the limited information received to date by the Regional District and the lack of overall communication from the City.

After sending the list of concerns, RD staff was contacted by two City staff and a subsequent meeting to share information was held at the Regional District Office. The City also provided the RD with a larger map of the proposed expansion.

DISCUSSION:

Staff has spent considerable time putting together data and reviewing the proposed boundary expansion and are still in the process of gathering the relevant information. In addition, the proposal was referred to the Regional District's planning consultant who is in the process of putting together a report for the Board regarding concerns related to the proposal.

The City has requested a response by May 31st, 2013. Staff feels this deadline is not realistic given the amount of data that had to be obtained (manually) and is still in the process of being reviewed. In addition, the consultant's report is still pending. Therefore, staff has taken the liberty of drafting a letter to the City stating that the Regional District is "unable to provide comments regarding the proposed boundary expansion by the City's May 31, 2013 deadline and that comments will be provided once the Regional District has completed its review." (Attachment 1).

Regional District Consultation:

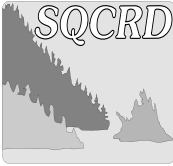
Although there are very few privately-owned properties within the proposed boundary expansion area (most of the proposed expansion area is crown land), there could be considerable future impact to the Regional District and to the property owners. Therefore, staff feel it would be appropriate to send a letter to each private property owner to ask if they have any concerns they would like registered by the Regional District as part of the official response to the City of Prince Rupert and to ensure that their questions and concerns have been addressed to their satisfaction.

Staff also feels it would be appropriate to meet any interested members of both Dodge Cove and Crippen Cove to respond to the concerns expressed in the two letters received at the April 20th Board meeting.

Additional Information:

The City has scheduled the following public engagement opportunities:

- Open House May 29 at the Highliner from 6:30 to 9:00 pm; and
- Drop-in Open House May 31 at City of Prince Rupert Council Chambers from 11:00 am to 3:00 pm.



STAFF REPORT

DATE: May 24, 2013
FROM: Jennifer Robb, Treasurer
SUBJECT: Residential Solid Waste Collection Billing

Recommendation:

THAT the staff report entitled “Residential Solid Waste Collection Billing” be received;

AND THAT the Board provide feedback regarding the plan for the RD to assume complete billing & administration of Residential Solid Waste Collection.

Background:

Municipalities of Masset, Port Clements and Queen Charlotte bill residents for solid waste on behalf of the SQCRD. The Electoral Areas ‘D’ and ‘E’ residents are billed by the RD.

SQCRD pays the three municipalities approximately \$14,600 total per year to bill on the RD’s behalf. This fee is based on \$1 per customer invoice per month.

| | |
|-------------------------|----------------|
| Masset | \$6,120 |
| Queen Charlotte Village | \$5,920 |
| Port Clements | <u>\$2,520</u> |
| Total | \$14,560 |

Discussion:

Staff have received feedback from the Municipalities regarding billing on behalf of the RD. There is a concern with the staff time spent on billing by the municipalities. Staff have been approached by Queen Charlotte Village to raise fees up to \$9,600 to offset staff time.

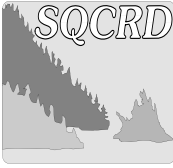
In addition, we have been informed that municipal customers would like to take advantage of the annual discount for early payment currently offered to Electoral Area customers.

Staff will be working on updating the “*Queen Charlotte Islands Solid Waste Management Regulation, Fees and Charges Bylaw No. 276*” in conjunction with the collection contract.

Now that the RD has a functioning Utility Billing system it would be easier for the RD to take over billing completely. One area of concern is that the RD has some disconnect

from residents and there would be a transition period. Staff would also need to work closely with the municipalities to ensure accurate billing.

Should the RD assume billing of residential solid waste collection, funds saved would offset any additional staff time required. Therefore staff recommends the RD takes over solid waste billing in 2014.



STAFF REPORT

DATE: May 24, 2013
FROM: Joan Merrick, Chief Administrative Officer
SUBJECT: Draft Strategic Priorities 2013 - 2014

Recommendation:

THAT the Board receives the staff report “Draft Strategic Priorities 2013 - 2014”;

AND THAT the Board adopts the Strategic Priorities including the goals and actions, as presented.

Background:

During the April 20, 2013 Priority Setting Workshop held in Oona River, the Board identified five key priorities and set goals and actions related to those priorities. Following that workshop, staff and the consultant worked together to incorporate those five key areas into a serviceable document.

Discussion:

Plans are meant to be fluid and, as changes in the Board’s priorities occur, this document can be amended as required.

Staff is recommending that the Strategic Priorities 2013-2014, including the goals and actions be adopted as presented.

Subsequent to the adoption of the Strategic Priorities Report by the Board, staff will implement a process to monitor and report back on progress made on each of the actions identified in the report.

Skeena–Queen Charlotte Regional District

Strategic Priorities Report **2013 – 2014**

This report outlines the work of the Board at its planning session in Oona River on Saturday, April 20, 2013.

Strategic Priorities (2013/2014)

The Board agreed to focus on five strategic priorities over the next 18 months (although numbered, they are not necessarily in order of priority):

1. Regional Leadership and Advocacy
2. Emergency Planning and Preparedness
3. Recycling on Haida Gwaii
4. Governance Structure for Sandspit
5. Water Quality in Sandspit

1. Regional Leadership and Advocacy

Goals (18 months)

Actions

| | |
|--|--|
| a. Develop and advocate for a Regional District strategy that addresses the rising cost of travelling on BC Ferries, as well as other transportation costs and expenses impacting all the communities on the North Coast | <ul style="list-style-type: none">• Design the strategy within three months• Identify who needs to be involved with the Regional District in advocating a coordinated position• Describe and implement its advocacy approach• Share with its communities the results of its advocacy work |
| b. Develop a Regional District plan that advocates for more revenue sharing for our communities based on the natural resources that are being extracted from the area | <ul style="list-style-type: none">• Research other models and design a strategy within six months• Identify who needs to be involved with the Regional District in advocating a coordinated approach• Describe and implement its advocacy approach• Share with its communities the results of its advocacy work |

1. Regional Leadership and Advocacy (Continued)

Goals (18 months)

Actions

| | |
|---|--|
| c. Create various communication mechanisms so Board members are fully informed of current and proposed initiatives on the North Coast | <ul style="list-style-type: none">• Restructure the Board agenda so Board members are given an opportunity to provide information on initiatives currently happening or proposed in their area• Explore the possibility of including Haida Gwaii representatives at future Community to Community (C2C) forums• Invite Northwest Community College to a Board meeting to discuss training and skill development opportunities that would support more employment being available for local residents |
| d. Design how a long-term coordinated Regional Plan could be developed, involving all key stakeholders | <ul style="list-style-type: none">• Research various models / approaches for a coordinated regional plan• Determine key stakeholders• Meet with key stakeholders to discuss options for developing the plan• Develop an action plan to move forward with the plan |

2. Emergency Planning and Preparedness

Goals (18 months)

Actions

| | |
|--|--|
| a. Improve the effectiveness of emergency management for the Region | <ul style="list-style-type: none">• Initiate contact with Member Municipalities and First Nations with the goal of developing both Mainland and Haida Gwaii Emergency Management Working Groups• Coordinate with Emergency Management BC to arrange continued training and access to other resources and / or support that may be available |
| b. Increase the knowledge and abilities of volunteers to respond effectively to emergencies at the local level | <ul style="list-style-type: none">• Develop and support community-based Emergency Response Groups in key communities within the electoral areas• Develop community-specific Response Protocols• Update the existing Emergency Response and Recovery Plans in Areas A & C and D & E |

3. Recycling on Haida Gwaii

Goals (18 months)

Actions

| | |
|---|---|
| a. Review and decide on the future direction for Recycling on Haida Gwaii | <ul style="list-style-type: none">• Review initial cost / volume figures from staff on the current operation in May• Decide what additional information is required to examine the current operations and future options• Identify what is the most effective way of consulting with the community on future options• Decide on the future direction and communicate effectively those decisions with all of Haida Gwaii |
|---|---|

4. Governance Structure for Sandspit

Goals (18 months)

Actions

| | |
|--|---|
| a. Resolve what the future governance structure should be for Sandspit | <ul style="list-style-type: none">• Work collaboratively with the Moresby Island Management Committee (MIMC) on a community survey that attempts to find out if the residents of Sandspit are interested in considering a different structure for its community in the future• Identify what the various options and costs would be for conducting a restructuring study• Continue to lobby the Province to support a restructure for Sandspit based on the communities desires |
|--|---|

5. Water Quality in Sandspit

Goals (18 months)

Actions

| | |
|--|---|
| <p>a. Examine the current extent of the water quality situation in Sandspit and decide on a future direction</p> | <ul style="list-style-type: none">• Receive and review all the information collected by the Moresby Island Management Committee on the extent of the problem• Research what alternative approaches are being used in other areas as well as gathering information from UBCM's Small Water Systems Working Group• Invite Northern Health to meet with the Regional District to discuss the extent of the problem and what possible strategies are available to resolve the issue• Decide on a future course of action |
|--|---|

Board Functioning and Agendas

The Board agreed to focus on its Strategic Priorities at each of its Board meetings. This could involve discussing either one or two of its priorities at each meeting.

The Board agreed to examine various methods to improve its efficiencies. One idea expressed was to have the rural members meet one half hour prior to the regular Board meeting. Another idea was to meet every second month as an entire Board and have the Haida Gwaii members meet together in the previous month. Some alternatives were included in the Governance Structure Report from the Province.

These recommendations should be explored further to see if they have merit and how they could be structured to work for the SQCRD.

The Board agreed to continue to address how the Regional District should operate in the future. It did not want to do a complete review at this time but felt that over the next year, many issues will challenge the current model and this may lead to a more complete review in the future. Any review should also consider the Board Succession planning as well as the future of its current Chief Administrative Officer.

ACTION: Staff to describe the five priorities of the Board as information for public relations and the website.

Timelines for Board Priorities – 18 months

2013

Agenda Item 1

Agenda Item 2

| | | |
|------------------|-------------------------------------|-------------------------------------|
| May | Recycling on Haida Gwaii | Regional Leadership and Advocacy |
| June | Water Quality in Sandspit | Emergency Planning and Preparedness |
| July | No Board Meeting | ----- |
| August | Governance Structure for Sandspit | Regional Leadership and Advocacy |
| September | Water Quality in Sandspit | Recycling on Haida Gwaii |
| October | Emergency Planning and Preparedness | Regional Leadership and Advocacy |
| November | Governance Structure for Sandspit | Recycling on Haida Gwaii |
| December | Water Quality in Sandspit | Regional Leadership and Advocacy |

2014

Agenda Item 1

Agenda Item 2

| | | |
|------------------|-------------------------------------|-------------------------------------|
| January | Emergency Planning and Preparedness | ----- |
| February | Regional Leadership and Advocacy | ----- |
| March | Governance Structure for Sandspit | ----- |
| April | Recycling on Haida Gwaii | Regional Leadership and Advocacy |
| May | Water Quality in Sandspit | Emergency Planning and Preparedness |
| June | Governance Structure for Sandspit | Regional Leadership and Advocacy |
| July | No Board Meeting | ----- |
| August | Water Quality in Sandspit | Recycling on Haida Gwaii |
| September | Emergency Planning and Preparedness | Regional Leadership and Advocacy |
| October | Governance Structure for Sandspit | Recycling on Haida Gwaii |

Although the Board has agreed to focus on the five key priorities listed above, fifteen priorities were identified including:

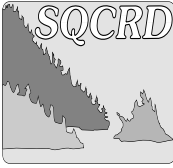
| | Priority Item | Urgent (U) / Important (I)* | Control / Influence** | Resources Available | Rating |
|------------|---|-----------------------------|-----------------------|---------------------|--------|
| 1 | Review Cost Benefit of Island Recycling | I | C | Staff / Limited \$ | 8 |
| 2 | Improve Emergency Program | U / i | C | Staff / Limited \$ | 8 |
| 3 | Address Geographical Challenges | I | I / c | Staff / Limited \$ | 4 |
| 4 | Develop Mapping Capabilities | I / u | C | Staff / \$\$ | 0 |
| 5 | Support Sandspit Incorporation | U / i | I | No | 12 |
| 6 | Ensure Bylaws and Policies become Current and Relevant | I | C | Staff | 5 |
| 7# | Develop Regional Vision / Plan (possibly Regional Growth Strategy) | U / i | C | Limited \$ | 26 |
| 8 | Address Climate Action Charter Requirements | I | C | No | 0 |
| 9 | Update and Develop Official Community Plans | I | C | Staff / Limited \$ | 0 |
| 10# | Involve and Engage First Nations | U / i | C / i | Staff / Limited \$ | 11 |
| 11 | Address Sandspit Water Treatment | U | C | Potential grant | 9 |
| 12# | Provide Coordinated Advocacy for the Region | I / u | C | Staff / Limited \$ | 12 |
| 13 | Develop Succession Plan | I | C | Staff / \$\$ | 2 |
| 14 | Review Operational Efficiencies | I | C | Staff | 0 |
| 15 | Implement Name Change for the Regional District | I | I | Staff / No \$ | 0 |

Notes:

* Where both U (urgent) and I (important) are indicated, there was not consensus; however, the capital letter indicates the majority opinion.

** Where both C (control) and I (influence) are indicated, there was not consensus; however, the capital letter indicates the majority opinion.

Priority items numbers 7, 10 and 12 were combined as one strategic priority “**Regional Leadership and Advocacy**”.



STAFF REPORT

DATE: May 24, 2013

FROM: Joan Merrick, Chief Administrative Officer

SUBJECT: Moresby Island Management Committee and other Committee Issues

Recommendation:

THAT the staff report entitled “Moresby Island Management Committee and Other Committee Issues” be received;

AND THAT staff be directed to undertake the following:

1. Proceed with necessary steps to repeal Bylaw Nos. 498 (Tow Hill Advisory Standing Committee), 499 (Tlell), 501 (Lawnhill) and 502 (Miller Creek), with each committee being contacted to request a final accounting of funds (and the return of unused funds) received from the Regional District and any returned funds be set aside within the Area D Grant-in-Aid function for future use within the corresponding communities;
2. Contact the Graham Island Advisory Planning Commission to seek a final accounting of funds (and the return of any unused funds) received from the Regional District and any returned funds be set aside within the Electoral Area Planning function for future use;
3. Consult with the Ministry of Community Sport and Cultural Development and the Municipal Insurance Association (MIA) to draft new bylaws for the Moresby Island Management Committee and the Haida Gwaii Recreation Commission that will address the concerns outlined in the February 7, 2013 staff report entitled “Moresby Island Management Committee”; and
4. Seek a legal opinion on the structure of committees

AND FURTHER THAT the “Accountability Standards for Regional District Committee and Commissions” policy be adopted as presented.

Background:

Staff wrote and submitted a report entitled “Moresby Island Management Committee” to the Electoral Area Advisory Committee (EAAC) in February 2013. The report was submitted because staff was seeking direction regarding the annual grant provided to the Moresby Island Management Committee (MIMC), which is currently funded by all of the electoral areas.

At that meeting, the recommendation was made to refer the report to the Regional District Board for discussion.

Discussion:

Staff has attached the February 7th, 2013 report entitled “Moresby Island Management Committee” submitted to the Electoral Area Advisory Committee for reference (Attachment 1).

Graham Island Community Committees

Since writing the attached report, staff has had further consultation with each of the Graham Island Advisory Committees (Tow Hill, Tlell, Lawn Hill and Miller Creek) and has discussed with the representatives that the committees will be disbanded by way of repealing the relevant bylaws. In some cases, the communities, at their discretion, will continue with a community association or similar structure that will be separate from the Regional District. Staff has discussed with each of the groups the need for a final accounting and the return of unused funds that were provided by the Regional District. Staff recommends that, although the amounts are relatively small, any funds returned should be set aside for future use in the corresponding community.

Graham Island Advisory Planning Commission

A new bylaw, No. 548, for the Graham Island Advisory Planning Commission was adopted on December 14th, 2012. Staff has recently met with the remaining active members of the commission and discussed the lack of minutes and other records including financial records. The Regional District has discussed with the Committee Chair the need to have unused funds received from the Regional District returned. The amount of funds remaining is unknown but was reported by another member as being approximately \$4,000 in early 2012. It is believed that these funds came from a large “grant” provided to the committee in 2009 which was to be used to support the Official Community Plan process.

Moresby Island Management Committee

There are numerous issues related to the Moresby Island Management Committee (MIMC) which are listed in the attached report. In summary, staff recommends rewriting the bylaw in consultation with the Ministry of Community Sport and Cultural Development and the Municipal Insurance Association (MIA) to address the issues identified in the report. In addition, a legal opinion should be sought to ensure any changes comply with legislation and do not create other issues. Rewriting the bylaw may include:

1. Clearly defining “Administrative Powers”;
2. Eliminating the delegated responsibility to administer services that are not under the Regional District’s jurisdiction;

3. Eliminating the ability for MIMC to create sub committees. The Regional District, if it chooses, could create additional committees for specific purposes that would be accountable to the Regional District but have a reporting relationship to MIMC.
4. Ensuring that the “care and control” remains with the Regional District to reduce potential liability concerns;
5. Clearly defining the level of reporting and accountability required; and
6. Changing the provision that members are “elected” to members are “nominated” to the Committee.

Haida Gwaii Recreation

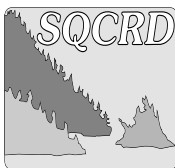
There are some issues with respect to the Haida Gwaii Recreation function (Bylaw No. 340 Queen Charlotte Island Recreation Commission). Staff at the Recreation Commission has been cooperative when asked for information but there seems to be confusion around the role of the Commission, the reporting hierarchy and the level of accountability required by the Regional District. This confusion is compounded by the existence of the Haida Gwaii Recreation Society which is a separate legal entity from the Regional District and acts as a receiving agency for some grants and other sources of funding. Compounding matters further is the fact that the Commission has multiple sources of revenue, including program fees which make up a substantial portion of their overall budget.

Staff proposes to review the existing bylaw (340) and make changes to address any risk management concerns. This will require consultation with the Municipal Insurance Association. In addition, staff will work with the Recreation staff to ensure a satisfactory level of accountability is achieved.

Attachments:

Attachment 1 – Staff report entitled “Moresby Island Management Commission” submitted to the February 2013 Electoral Area Advisory Committee meeting

Attachment 2 – Draft “Accountability Standards for Regional District Committees and Commissions” policy



STAFF REPORT

DATE: February 7, 2013

FROM: Joan Merrick, Chief Administrative Officer

SUBJECT: Moresby Island Management Committee

Recommendation:

That the staff report entitled “Moresby Island Management Committee” be received.

Background:

The *Local Government Act* provides the legislative authority for regional districts to delegate administrative and operational responsibilities to committees or commissions. The SQCRD Board has delegated various levels of authority to several committees and commissions. Staff is in the process of identifying the various committees that have been established over time and determining if they are still active and whether the bylaws need to be updated or repealed. The committees that are currently active include:

1. Electoral Area Advisory Committee (Standing Committee)
2. Islands Area Advisory Committee (Standing Committee)
3. Moresby Island Management Committee (delegated; Bylaw 388, 1999)
4. Queen Charlotte Island Recreation Commission (delegated; Bylaw 340, 1997).

In addition, the following committees are now inactive:

1. Tow Hill Advisory Committee
2. Tlell Advisory Committee
3. Lawn Hill Advisory Committee
4. Miller Creek Advisory Committee.

For those committees that are not active, staff is in the process of following up to ensure that any remaining funds are accounted for and that the community members are advised. Staff will bring forward a separate report with recommendation on whether the bylaws should be repealed or updated. Staff will also bring forward a separate report with recommendations regarding the Queen Charlotte Recreation Commission, which although it is functioning effectively, staff has identified some issues related to care and control.

Discussion:

While there is a significant amount of work to do regarding the various committees, this report is focused on the Moresby Island Management Committee (MIMC). The “role and relationship” with MIMC was identified in the “Possible Governance Strategies” report as a primary concern, having been identified by twelve of the people interviewed.

History:

MIMC was originally created by Bylaw No. 352 in 1998. The current Bylaw No. 388 was adopted in November of 1999. The format of the committee seems to be based on that which would be used for a Local Community Commission (LCC), under section 838 of the *Local Government Act*, although it is not formally a LCC.

Structure:

- Membership - consists of the Director or alternate, a Gwaii Trust Electoral E Representative, and five persons elected at large from qualified Moresby Island electors.
- Elections – the bylaw lays out a procedure which closely follows but is not identical to the procedures for a local government election. These elections have been held along with the electoral area election every three years.
- Sub-Committees – the bylaw gives MIMC the ability to appoint sub-committees. These currently include:
 - ❖ Community Hall Sub-Committee.
 - ❖ Emergency Preparedness (SEPP)
 - ❖ Loggers Sports Day (the committee manages the annual loggers sports day in the summer. They fund-raise and manage the event, for which they purchase event insurance)

In addition, until recently there was also a Recreation Sub-Committee, responsibility for “recreation” was recently taken over by the Sandspit Community Society.

The Sandspit Community Society was formed in 2012, and although it is technically a separate entity from MIMC and the Regional District, the membership consists of the Area E Director, a director from Gwaii Trust and the five members of MIMC.

- Entity – MIMC has no “legislative” standing outside of the Regional District. It is a committee of the Regional District and had no power or authority beyond those delegated by the bylaw.

Powers and Responsibilities: The bylaw refers to “administrative powers” as specified in the bylaw, including:

- ❖ Sewer and water system
- ❖ Street lighting
- ❖ House numbering
- ❖ Economic development
- ❖ Harbours
- ❖ Cemeteries

- ❖ Community Development
- ❖ Airports
- ❖ Recreation
- ❖ Custodianship, care and maintenance of premises
- ❖ Any act incidental to the administration of electoral Area E
- ❖ Coordinate and provide recommendations regarding the annual budgets for fire protection and emergency planning

Issues:

- The bylaw does not define “administrative powers”. There should be a clear understanding of the roles and responsibilities for any delegated responsibility.
- Delegated Responsibility – the bylaw delegates responsibility for “services” which are not under the jurisdiction of the Regional District; these include harbors and airports.

Additionally, the delegation includes the authority to administer services that do not exist (have not been established by the RD); including sewers, street lighting, and cemeteries; and responsibilities for established services that should, in the opinion of staff, be left in the care and control of the RD, including house numbering and community development (planning).

MIMC has established a sub-committee for Emergency Planning; however, MIMC has not been granted “administrative” authority in regard to emergency planning except in relation to coordinating and recommending the annual budget.

If the bylaw was rewritten to exclude those services for which the RD does not have authority to delegate and those which staff recommend not be delegated, the following remain:

- ❖ Water system including custodianship, care and maintenance of the assets
- ❖ Economic development
- ❖ Coordinate and provide recommendations regarding the annual budgets for the fire department and emergency planning

Staff would recommend adding the following:

- ❖ Act in an advisory capacity to any matter referred to the committee by the Board
- Risk Management – in discussion with the Municipal Insurance Association (MIA), several concerns were identified regarding coverage for services when those services have been delegated to another body. In speaking with MIA, they stated that in order for MIA liability insurance to cover a service, the “care and control” of that service must remain with the Regional District. This does not mean that the RD cannot delegate, however, certain aspects of control must remain with the RD. This is a highly complex issue and should be dealt with on a case by case basis as the Board chooses to delegate certain responsibilities.

- One area of particular concern is the water system. The provision of potable water is a service which carries a considerable amount of inherent liability. With the “management” of the water system under the control of MIMC, staff is concerned that the Regional District may be exposed to liability risks related to “care and control”.
- Accountability – Although the bylaw states that the committee “shall prepare and submit to the Administrator detailed estimates of its receipt from every source and expenditures for every purpose”, despite requests, no financial information has been provided to the RD. Other concerns are related to HST and WCB reporting and the potential assessment by the Receiver General. Another issue is separation of funds and lack of an audit or financial review.

In addition, a detailed budget should be provided annually prior to the RD’s budget process.

- Funding – Currently the annual grant (\$35,000) for MIMC is funded through Electoral Area Administration (section 804.(2)(c)(i)), which means that all electoral areas are contributing to that grant. Only 24% or approximately \$8,400 of the grant is being funded by the tax payers in area E. In consultation with the Ministry, staff has identified a section of the act (section 804.(2)(c)(ii)), which allows for “some costs to be apportioned among the area or areas that benefit”. This, should the Board choose, would provide a means for the total cost of the grant to be recovered from Area E.
- Reporting – The Regional District receives the adopted MIMC minutes each month; however the minutes often refer to items that the RD has no background information on or that could have implications for the RD (eg. to receive and file the MIMC Administration Financial Operations Report or to receive the water operator’s verbal report). Although the minutes do follow a standard format, the information contained within them provides no context for the RD or staff.

The RD does not receive copies of in-camera minutes.

Agendas and Reports – the Regional District does not receive copies of the agendas or reports.

- Elections – in order to meet the requirements for liability coverage through MIA, all committee members must be appointed by the Board. Although there is process to appoint those members following an election, staff feel that if this process was ever challenged, it would not stand as a proper appointment. The fact there is an election leads the community to believe that they have the right to determine who is appointed.

In addition, the election has been held in conjunction with the local government elections. While overall this is not a problem, there is a lot of confusion from some members of the community about the rules and an expectation regarding the process.

- Sub-committees – when certain responsibilities are delegated to a third party by MIMC, this effectively eliminates any level of “care and control” from the Regional District. This is an area that would require careful consideration in regard to the liability and MIA coverage.
- Specifically the following should be addressed:
 - The management of the Sandspit Community Hall, until such time as a service may be established, should be transferred to another entity, such as the Sandspit Community Society.
 - The Sandspit Emergency Program sub-committee should be established as a committee of the Board (or some other volunteer body) and report directly to the Board through the Administrator. MIMC could still have input into the budget for SEPP and assist with developing emergency plans.
 - Loggers Sports Day, although an important event for the community, is not a Regional District event. Staff has identified this for further review (should this be a sub-committee of MIMC)?
- Capacity – while there is certainly a benefit from the community of Sandspit by having a means of providing input and assuming a level of control over the activities that most impact their community, staff is concerned that having MIMC assume some responsibilities on behalf of the RD, with only limited administrative capacity, puts an undue burden on the Director, as Chair of the committee, to become involved in “managing” some services. For example, who does the water operator report to and how are concerns that require a timely response dealt with?

Conclusion:

Staff feels very strongly that the bylaw should be updated; however, in order to address a number of the concerns listed above, a thorough review needs to take place, including consultation with the Ministry, the Municipal Insurance Association, and the Board of the Regional District. In addition, a legal opinion should be sought to ensure that any future delegation does not create any further issues.

At the present time, staff is seeking direction specifically on the issue of funding for MIMC and whether the annual grant should be funded by all the electoral areas or just Area E.

Staff recommends there be time designated during a Board meeting to review the issues in depth and for the Board to direct staff in how best to address the numerous issues identified. This should, at the very least, include drafting a new bylaw, which once it has been vetted by the Board, should be referred to the Municipal Insurance Association, the Ministry of Community, Sport and Cultural Development and the SQCRD legal advisors for input.



Skeena-Queen Charlotte Regional District

BOARD POLICY

| | | |
|---------------|---|--|
| Title: | Accountability Standards for Regional District Committees and Commissions | |
|---------------|---|--|

1. PURPOSE

The purpose of this policy is to provide clear direction on the need for any Regional District-established committee or commission to maintain a high level of accountability to the Regional District.

2. POLICY

The Regional District is accountable to the public and tax payers and must maintain a high level of accountability and transparency. Its operations must be conducted in an ethical manner that is consistent with legislative requirements.

In order to fulfill these requirements, all committees and commissions established by the Regional District (RD) must be fully accountable to the RD.

3. TERMS / DEFINITIONS

For the purposes of this policy, the following terms and definitions apply:

“Accountability” refers to the principle that the Regional District is obligated to demonstrate and take responsibility for its actions, decisions and policies and that it is answerable to the public at large.

“Committee” means a type of small deliberative assembly that is usually intended to remain subordinate to another larger deliberative assembly. This term refers to all committees, commissions and other committee-like structures established by the Regional District, whether by bylaw, terms of reference or resolution.

“Regional District” refers to the Skeena-Queen Charlotte Regional District.

“Regional District Delegate” means the Chief Administrative Officer, Corporate Office or Treasurer of the Skeena-Queen Charlotte Regional District and the deputies to these positions.

“Timely Manner” means reasonably quick and shall be within the time period set by the Regional District Delegate.

“Transparency” refers to the principle that the Regional District will conduct its business in an accessible, clear and visible manner and that its activities are open to examination by its stakeholders.

4. SCOPE

Applies to all committees.

5. RESPONSIBILITY

To aid in ensuring full accountability, the following will apply:

- The “Committee” shall provide to the Regional District (RD) all agendas and related reports, correspondence or other attachments forming part of the agenda, prior to each meeting held by the “Committee”.
- When reports, included as part of the agenda, are given verbally, the “Committee’s” Recording Secretary shall summarize the relevant points included in the verbal report and include that summary as a note in the minutes.
- The “Committee” shall create and provide to the RD complete minutes of all its meetings in a timely manner, following each meeting.
- The RD shall be copied on all out-going correspondence issued by the “Committee” or its Chair.
- The “Committee” shall provide the RD with all correspondence, reports, data, or other relevant information gathered or received in relation to the services undertaken on behalf of the RD or, at the sole discretion of the RD, maintained at the offices of the “Committee” and made available to the RD upon request.
- The “Committee” shall provide unfettered access to all financial records. In addition, at the request of the RD Delegate, the “Committee” shall provide the following, in a timely manner:
 - a. Copies of bank statements;
 - b. Financial Statements, including but not limited to a Statement of Operations (Revenue and Expenses) and a Statement of Financial Position (Balance Sheet). Where the size of the Committee does not warrant them to maintain a full set of financial statements, the RD Delegate may accept other types of statements that are deemed to provide the relevant information;
 - c. Copies of all budgets or financial plans and any supporting documents;
 - d. Copies of invoices, statements, cancelled cheques, or other records of financial transactions;
 - e. Lists of vendors or customers and aged receivable or payable listings;
 - f. Account reconciliations;

- g. Payroll records, including timesheets, T-4's, Records of Employment and payroll registers;
- h. Copies of any remittance forms, such as GST, PST and Payroll;
- i. Copies of the General Ledger or bookkeeping system; and
- j. The "Committee" shall provide to the RD any record or information deemed appropriate by the RD Delegate to determine that the Committee is handling its financial affairs in a responsible manner consistent with the purpose of the Committee and the level of accountability, transparency and ethics maintained by the RD.

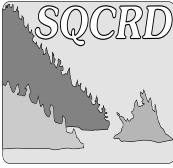
6. PROCEDURE

None.

7. REFERENCES

None.

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|----------------|--|----------------|--|
| Approval Date: | | Resolution No. | |
| Amended: | | Resolution No. | |



STAFF REPORT

DATE: May 24, 2012

FROM: Joan Merrick, Chief Administrative Officer

SUBJECT: Moresby Island Management Committee – Change of Fiscal Year End

Recommendation:

THAT the staff report titled “Moresby Island Management Committee – Change of Fiscal Year End” be received;

AND THAT the Board write to the Moresby Island Management Committee informing them that the December 31st fiscal year-end must be maintained;

AND FURTHER THAT the letter explain that the Committee is not a separate entity from the Regional District and, as such, any significant changes to the way it conducts its delegated administrative authority requires consultation with the Regional District prior to the change being made.

Background:

The Minutes of the March 7th Moresby Island Management Committee (MIMC) meeting were included on the April 20th Regional District Board agenda for receipt. Included in these minutes was the following motion:

Moved by Heron Weir, Seconded by Carole Bowler to change the MIMC fiscal year end from December 31st to March 31st.

At the request of staff, the receipt of the minutes was deferred until a report could be brought back with concerns related to the change of the fiscal year.

Discussion:

At the April 20th Regional Board meeting, Director Putterill explained that MIMC wished to change the fiscal year-end to correspond with another agency that it shares some costs with.

Staff has identified the following concerns related to this issue:

1. The Moresby Island Management Committee is a **committee** established by the Board and, as such, is an administrative body under the Regional District’s jurisdiction. It has no status as an organization apart from being a committee of the Regional District Board.

2. The action of changing the year-end assumes it is a separate entity from the Regional District. An entity is defined as something that exists by itself and has detached accountability. Given the concerns raised by staff regarding structure and accountability in the May 24, 2013 report entitled “Moresby Island Management Committee and other Committee Issues”, it would not seem fitting to further widen the disconnect between the Regional District and MIMC by allowing it to make structural changes to the way it conducts the delegated business of the Board.
3. While staff understands the convenience of having a year-end that matches that of other agencies with which it does business, it is a generally-accepted accounting practice (GAAP) to accrue costs and revenues for year-end accounting purposes.
4. The Regional District has several accounting transactions and processes that are undertaken on behalf of or “shared” with MIMC, such as the annual operating grant, water billing, insurance, grant-in-aid, budgeting, and the audit. Changing the year-end date will add additional complexity to the processes undertaken by the Regional District.

Staff is recommending, in light of the numerous concerns related to the structure and accountability of committees and, in particular the issue raised regarding MIMC, that the Committee be advised that it must continue with the December 31st fiscal year-end.

In addition, given the concerns raised by staff related to the structure and accountability of all committees, staff is also recommending that MIMC be informed that it is required to consult with the Regional District prior to making significant organizational changes.

Staff, if requested, is willing and capable of assisting MIMC with their year-end reporting challenges.