



**NORTH COAST REGIONAL DISTRICT
ELECTORAL AREA ADVISORY COMMITTEE MEETING AGENDA
Held at 344 2nd Avenue West, Prince Rupert, B.C
Friday, November 15, 2019 at 6:30 p.m.**

1. CALL TO ORDER

2. CONSIDERATION OF AGENDA (additions/deletions)

3. COMMITTEE MINUTES & BUSINESS ARISING FROM MINUTES

None.	---
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4. FINANCE

None.	---
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5. CORRESPONDENCE

5.1 Oona River Resources Association – Request for Letter of Support for an Application to Northern Development Initiative Trust's Community Hall's and Recreation Facilities Program - Education Centre	Pg 1 -13
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6. REPORTS / RESOLUTIONS

6.1 D. Fish, Chief Administrative Officer - Northern Development Initiative Trust 2020 Nominal Funding Allocation	Pg 14 -15
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7. NEW BUSINESS

None.	---
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8. OLD BUSINESS

None.	---
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9. PUBLIC INPUT

10. IN-CAMERA

None.	---
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11. ADJOURNMENT

The Northern Development Initiative Trust has funding under the Community Halls and Recreation Facilities program. Oona River Resources Association (ORRA) will be applying for funding by October 31st 2019 to potentially receive \$30,000 in grant funding to a maximum of 70% of the eligible project budget. ORRA is looking to receive a letter of support from the Regional District for an education center.

Attached is documentation regarding the budget of the education center, a letter of support from Coast Mountain College. ORRA is either pending or in the process of additional grant applications for Mountain Equipment Cooperative as well as Pacific Salmon Foundation. Attached is also the full application we will be submitting to Northern Development Initiative Trust. ORRA has also attached the building plans for the education center.

Description of Education Center:

Our proposed project is to build a second dwelling at the Oona fish hatchery (ORRA) to facilitate a more functional education center. ORRA currently has a multi facet building. On the top floor of the facility there is a large open room with a kitchen where guests eat, sleep in bunkbeds and includes a small table in the middle as our classroom. Presently there is no separation of the space. In the basement, there is a small salmon hatchery where 15,000 salmon reared and released back into the wild.

The proposed education center would be a separate 46 ft. by 16 ft. building. If there was a fully separate education center we would like to host field trips or workshops for organizations such as Cadets, Girl Guides, and Scouts, as we would be able to facilitate more guests and parent chaperons as we would have more sleeping space in the original building as the education component would be moved to the education center. The education center would be situated in the vicinity of our original building for amenities. ORRA currently owns three acres of property surrounding the hatchery, which the education center would be built on ORRA land

A second dwelling would allow for a separate classroom facility which could accommodate more participants in educational events such as fieldtrips/workshops. The facility is used as a community space for local events, educational field trips for Coast Mountain College or University of Northern BC as well as rehab workshops for Kitkatla Nation. If there was a fully separate education center it would provide the organization with the ability to host larger groups which will increase our revenues assisting with the overall costs of a non-profit organization.

The education center would be a space for educating community members, tourists and local or international organizations. The center will have permanent displays about sustainability and environmental stewardship; one of OORA's goals is teach individuals of all ages and backgrounds to the diversity of the North Coast's natural oasis where environmental stewardship is on display.

The new building would be solely dedicated as an education center and the original structure would remain an expanded kitchen and sleeping quarters. Education is the key to making the public and students aware about the challenges in the environment and the ecosystem. By building a new dwelling as an education facility we hope to attract and create increased interest in the local environment.

A Summary of Oona River Resource Association:

Oona River Resources Association (ORRA) delivers a program that promotes environmental protection, awareness and education. In the heart of our facility we are a salmon hatchery which we rear over fifteen thousand Coho salmon, although similar to our community we deliver a diverse program that engages students from Coast Mountain College, members of Kitkatla nation and additional North Coast communities such as Prince Rupert, Port Edward and Oona River. The presence and abundance of healthy salmon runs is important to North coast communities to sustain commercial and recreational fisheries that are important to our economy.

Our facility is multidimensional as we host field trips from Coast Mountain College which educates students about our natural resources and environmental stewardship. We also host workshops for Kitkatla Nation; by engaging community members with our natural environment and our surrounding unique ecosystem. Every year we hire two local summer students, which provides employment for the community as well as inspiring a greater understanding of environmental stewardship. ORRA helps build community awareness and education surrounding our dynamic ecosystem. We strive to inspire environmental stewards in our communities which will create a healthier ecosystem and society.

RE: Mountain Equipment Cooperative

Oona River Resources Society

To Whom It May Concern:

Coast Mountain College is pleased to be able to support the application of the **Oona River Resources Society** for funding under the **Mountain Equipment Cooperative**. Our organization has been a strong supporter of the Society. **Coast Mountain College** has been bringing students to **Oona River Resources Association** since 2000. Students studying in the Coastal Ecology program have an opportunity to participate in the five-night field trip. Each of these days are filled with environmental education and experimental learning. We hike in old growth forest, collect specimens and learn about keystone species. **Oona River Resources Society** hosts lectures about the salmon cycle, and guide students in an interpretive river walk describing our local flora and fauna. Our annual field trip to **Oona River Resources Society** is one the highlights of the year for our students.

Coast Mountain College strongly supports the **Oona River Resources Association** in their application for **Mountain Equipment Cooperative** Community Grant. We are in full support of the society building an education center to expand their facility to greater impact our community. We believe that the Society's programs are a major benefit to the environment and to North Coast British Columbia.

Regards,



Andy Blackburn, B.Sc,
Laboratory Technician
Coast Mountain College

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?
	Yes No

2. Applicant Profile

Applicant organization (legal name):	Non-profit society registration no. (if applicable):
Mailing address:	Telephone:
Email:	Website (URL):

3. Primary Contact Information

Primary contact (for this application):	Position/title:

Complete the following if different from applicant organization contact information:

Mailing address:	Email:	Telephone:

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*:

The resolution of support is:

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 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:

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.

6. Sustainability

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

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

Describe how the project will contribute to environmental sustainability:

7. Direct Economic Benefits

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

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:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct permanent seasonal jobs:		hours/week	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:		35+ hours/week	12 months/year	
Direct permanent part-time jobs:		hours/week	12 months/year	
Direct permanent seasonal jobs:		hours/week	months/year	
Direct temporary jobs (construction or consulting):		hours/week	months/year	
TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:				
★ 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
\$	\$	\$	\$
INCREASED REVENUE EXPECTED OVER THREE YEARS: ✦ 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.			\$
Describe how the revenue will be generated and the sources of revenue:			

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
\$	\$	\$	\$
COST SAVINGS EXPECTED OVER THREE YEARS: ✦ 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.			\$
Describe how the operational cost savings will be generated (for example, energy efficient upgrades):			

12. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date		
2)		
3)		
4)		
5)		
6)		
7)		
8) Project completion date		

✦ 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:
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
	\$		Quote(s) attached
TOTAL PROJECT BUDGET: \$			

✦ 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	\$	✦ Maximum allowable grant is \$30,000 per community hall or recreation facility project, with the remainder available in the form of a loan.
Loan	\$	✦ 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:	years (max 10)	
TOTAL REQUESTED:	\$	

✦ 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:
	\$	Applicant contribution	Confirmation letter attached
		Pending	
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
	\$	Grant Loan Other:	Approval letter attached Date approval expected:
TOTAL OTHER FUNDING:	\$	TOTAL PROJECT FUNDING:	\$ (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:	%
✦ <i>Leverage % = (Northern Development funding request) ÷ (Total project funding)</i>	
✦ <i>Northern Development provides funding up to a maximum of 70% of an eligible project budget.</i>	

17. Attachments

List all documents attached to this application:

Document name:
1) Required: Local government or band resolution of support <i>(as outlined in section 4. Resolution of Support)</i>
2) Required: Detailed quotes <i>(as outlined in section 13. Project Budget)</i>
3) Required (if applicable): Funding approval letters <i>(as outlined in section 15. Other Funding Sources)</i>
4) Required (if applicable): Society incorporation document <i>(not applicable for local governments or First Nations)</i>
5)
6)
7)
8)
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.

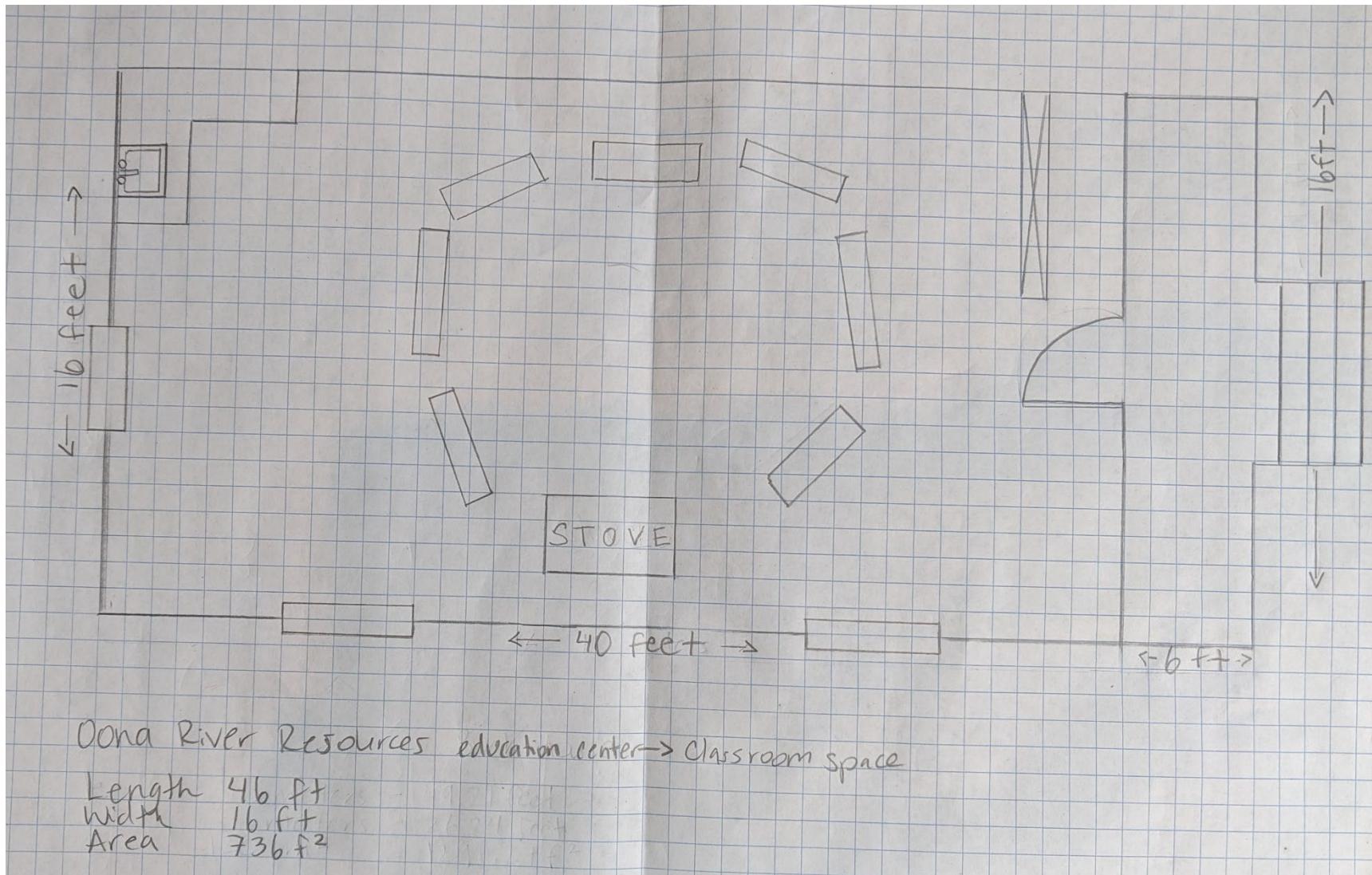
I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ★ Please type name.	Position/title:	Date:

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@northerndevlopment.bc.ca





Staff Memo

Date: November 15th, 2019

To: D. Fish, Chief Administrative Officer

From: S. Landrath, Treasurer

Subject: Northern Development Initiative Trust 2020 Nominal Funding Allocation

Recommendations:

THAT the staff report entitled “Northern Development Initiative Trust 2020 Nominal Funding Allocation” be received for information.

BACKGROUND:

Annually, the North Coast Regional District (NCRD) is permitted to expend 7% of its nominal funding allocation on projects that support economic development in the rural areas of the NCRD. Projects seeking funding in the region are requested to obtain a letter of support from the NCRD Board prior to being considered for approval from NDIT’s Northwest Regional Advisory Committee.

In 2016, the Electoral Area Advisory Committee (EAAC) amended its terms of reference to establish an allocation model and decision making process for the issuance of funding through the NCRD nominal account which states that:

- Each electoral area is entitled to a maximum dollar amount from the nominal allocation that is reflective of each electoral area's annual participation in the economic development service;
- Where applicable, projects are to be evaluated based on alignment with the NCRD Board priorities; and
- In the event that the allocation assigned to an electoral area will be unused, the EAAC may, upon the recommendation of the electoral area Director, reassign the allocation funding from one electoral area to one or more electoral areas.

DISCUSSION:

NDIT has estimated that, based on the September 30, 2019 NCRD nominal account balance, the 7% annual granting maximum for 2020 is equal to \$94,053 (2019 was \$89,094).

The following table depicts each electoral area's participation in the NCRD economic development function and the resulting 2020 grant maximum per area:

Electoral Area	Participation Ratio (Ec Dev)	2020 Grant Maximum
A	22.82%	\$21,463
C	9.40%	\$8,838
D	47.50%	\$44,675
E	20.28%	\$19,077

RECOMMENDATION:

Staff is recommending that this report be received for information. Staff will continue to track projects approved throughout the year to provide a running tally of each electoral area's remaining grant funds as NDIT applications are considered.