



Brad Sperling
Board Chair
Peace River Regional District
Box 810
Dawson Creek BC, V1G 4H8

October 16, 2020

Sent via email

Re: Request for GO Fund Council appointee from the Peace River Regional District

Dear Chair Sperling,

We would like to request the appointment of a Peace River Regional District (PRRD) council appointee to the Generate Opportunities (GO) Fund Committee. The 2-year term for the current council representative, Brad Sperling, expires this fall. Please inform us if he will be reappointed as the council representative for PRRD, or if another person will be appointed to this position so they can be invited to the next meeting in early December along with the PRRD community member.

The appointed individual is required to attend four Committee meetings per year. The quarterly meetings are usually held by teleconference or in Fort St. John. Further information about the role and responsibilities of the Committee members can be found in the Terms of Reference (attached) for the GO Fund Committee. Please feel free to share any of the attached information with potential new Committee members.

The GO Fund is an \$800,000 fund that will be distributed over an eight-year period to support of Peace region non-profit organizations. The GO Fund Committee is a ten-person Regional Decision-Making Committee with two appointees from each of the following communities and region: Fort St. John, District of Hudson's Hope, District of Taylor, District of Chetwynd, and the Peace River Regional District. The Committee is responsible for making quarterly funding decisions on applications submitted by non-profit organizations.

Please notify us of the appointed council Committee member for the PRRD by **Friday November 20th**, so that this member can attend the next GO Fund Committee meeting in early December.

Please contact me if you have any questions.

Sincerely,



Nancy Pepper
Community and Social Mitigation Manager, Site C

cc. Shawn Dahlen, CAO, PRRD

Attachments: Terms of Reference: Regional Decision-Making Committee for the BC Hydro Peace
Region Non-Profit Community Fund
Generate Opportunities (GO) Fund – 2019 Update
BC Hydro GO Fund Application Guide

Part 1: Terms of Reference: Regional Decision-Making Committee for the BC Hydro Peace Region Non-Profit Community Fund (“Committee”)**Committee Establishment and Terms**

- Two appointees from each of the following communities: Fort St. John, District of Hudson’s Hope, District of Taylor, District of Chetwynd, and the Peace River Regional District.
- From each community:
 - One individual appointed from within the local government, either from staff or council, or a delegate; and
 - One individual from the community, district or region, who has a good understanding of non-profit organizations and needs within the community, district or region, as the case may be, to be appointed by the local government.
- Term: Alternating two-year terms for each of the two appointees to enable transition. Selection of replacements will be by local or regional government appointment.
 - The appointed local government representative will be assigned the two-year term on even years to take into account the municipal electoral cycle of four years.
 - The public appointee will be assigned the two-year term on odd number years.
 - The reappointment process will take place during November-December of each year.
 - When committee members are replaced, the replacement will finish the remainder of the term and then could be reappointed to another term.
- Meetings:
 - As the Fund is being established, more frequent meetings may be initially required.
 - Fund intakes will determine meeting requirements, and may be adjusted as required.
 - Meetings will be scheduled to accommodate committee members, and may be held in-person or by conference calls.
 - A meeting date and a back-up date will be chosen at each meeting for the next two meetings providing approximately six months’ notice to the members.
 - Each meeting will require a quorum of at least one member from each jurisdiction except as described below.
 - If a member cannot attend a meeting, they may review the meeting package and provide BC Hydro with their vote ahead of the meeting to be counted along with the votes of those present.
 - If at least one member from each community cannot attend a meeting, at least one of the members from that community must review the package and provide BC Hydro with their votes in advance of the meeting.
 - If due to an emergency, neither member from a community can attend a meeting or review the package and provide their votes, the meeting will proceed and the votes of the members present will determine the results.
 - Decisions will be determined by a simple majority vote. If a vote regarding an application for funds results in a deadlock, NDIT will break the deadlock and decide the application.
- Conflicts of interest:
 - A Committee member has a disclosable interest in a funding application if he or she has a material interest in the applicant (e.g. is a director, officer, partner, shareholder or employee or is otherwise interested in, or associated with the applicant) or the subject matter of the application (e.g. the program, project or organization that would receive the funds if the application is approved).

- If a Committee member has a disclosable interest in a funding application, he or she must promptly disclose the nature and extent of the disclosable interest to the Committee and must not vote on, or otherwise participate in, the decision to approve or deny that application or any other decision in relation to the application.
- Compensation:
 - Committee positions are on a volunteer basis only.
 - Travelling committee members will aim to carpool when possible.
 - Un-affiliated committee members may claim travel expense cost reimbursement after each meeting.
 - Travel expenses will come from the Fund, and be paid in accordance with Committee Expense Claim Form.

Committee Scope of Responsibility

Fund Establishment

- Approve scope and roles for the Committee with BC Hydro.
- Approve scope and role of the Fund Administrator (NDIT).
- Approve funding application review process and criteria.
- Approve annual calendar for the Fund, including Call for Applications, Annual Report.

Funding Decision-Making

- Review of applications that meet eligibility requirements (pre-vetted package provided by Fund Administrator).
- Decisions on funding awards based criteria and ranking process.
- Documentation of funding decisions (with support from secretariat).
- Decisions on cases of oversubscription to the Fund:
 - Within a single intake:
 - Use the information collected by NDIT regarding the minimum amount of funding required for a project to proceed for consideration for funding the project at less than the full request.
 - The Committee will generally rely upon the Project Score to determine which programs receive funding, but the Committee may vary from this at their discretion.
 - Within a year:
 - The Committee will cancel the remaining intakes once all funds have been dispersed and will not hold money back for future potential applicants in a given year.

Annual Accountability Reporting

- Recipient reporting reviews.
- Multi-year funding extension decisions.

Committee Guiding Principles

- Locally based in the Peace Region.
- Knowledgeable of local needs and existing non-profits and social service programs.
- Fair and transparent.
- Implement Fund in accordance with Site C Environmental Assessment Certificate Condition No. 52: "The EAC Holder must support the North and South Peace non-profit organizations by establishing a community non-profit fund and providing an annual contribution of \$100,000 per

year to the fund during the construction phase. Organizations that support children and families will be eligible to apply for funding from the community non-profit fund.”

Secretariat Support from BC Hydro

- BC Hydro will provide as needed secretariat support to the Committee including, without limitation:
 - Scheduling bi-annual in-person meetings for the Committee, and conference calls as required
 - Note-taking to document decisions
 - Distributing notes to the Committee and the Fund Administrator

Part 2: Terms of Reference for Conflict of Interest

Conflict of Interest

The committee is responsible for making decisions fairly, honestly and in the best interests of the GO Fund. Actual or apparent conflicts of interest raise doubts about the integrity of the application process, the fund and the impartiality of the committee’s decisions and actions. It is important to avoid any situation that may give rise to an actual or apparent conflict of interest.

An actual conflict of interest arises when a committee member’s objectivity and ability to act in the GO Fund’s best interests are or could be influenced by that member’s personal interests or by that member’s duties and obligations to others, including outside organizations. An apparent conflict of interest occurs when others may reasonably perceive that the committee member’s objectivity and ability to act in the GO Fund’s best interests could be influenced by that member’s personal interests or by that member’s duties and obligations to others, including outside organizations, even when no actual conflict of interest exists.

Steps in Case of Potential Conflict of Interest

1. If a member believes that he or she has a conflict of interest he or she can declare the conflict to the committee at the meeting.
2. If a member believes that he or she has a conflict of interest, he or she will seek to ensure that the other representative from the community is attending the meeting to vote on behalf of the community.
3. A member with a conflict of interest can still provide information about an application and participate in the discussion but he or she may not participate in the vote on the application for which he or she is declaring a conflict of interest
4. In order to ensure quorum in voting:
 - a. If both members from a community have a conflict of interest, the committee or NDIT will consider which member has a stronger conflict and that member will not take part in the vote on the application.
 - b. If the only member from a community is present at a meeting and he or she also has a conflict of interest with an application, than that member may vote on the application.
5. BC Hydro will document any of the following steps in the notes for the meeting for transparency.

Part 3: Terms of Reference for Fund Administrator (“Administrator”)

Complete terms of reference included in Program Contribution Agreement signed between BC Hydro and Northern Development Initiative Trust.

Administrator Scope of Work:

Communication on Fund

- Posting of fund information on webpage.
- Communication with applicants, response to questions on application process or Fund
- In cases of oversubscription to the Fund:
 - Within a single intake:
 - Liaise with applicants to establish applicant’s minimum funding required to run their proposed project
 - Within a year:
 - Communicate to applicants the option to hold their application until next year’s funding is available.

Collection/Review of Applications

- Download applications from web-based system.
- Review of applications to ensure they meet eligibility requirements
- Preparation of applications that meet eligibility in a package for Regional Decision Making Committee

Funding Distribution

- Follow through on decisions made by the Regional Decision Making Committee
- Prepare letters to successful applicants with funding terms and to unsuccessful applicants with reasons for decline and information on future intakes and application support.
- Complete financial transfers of funding contribution
- Track financials for the Fund

Funding Recipient Reporting

- Request to funding recipient for annual reporting. (template to be provided to applicants)
- Preparation of reporting package for the Regional Decision Making Committee
- Quarterly report summarizing financial distribution of funds by project
- Annual report on Fund activity including overview of # of applications, # successful, issues in application process, feedback from applicants.

Secretariat Support

- Communication with applicants with questions on application process or Fund.
- Schedule meetings. *
- Note-taking to document decisions. *
- Distribution of notes to Regional Decision Making Committee and Administrator. *

Communications and Public Affairs*

- Coordination with Committee and BC Hydro on announcement of the fund, and communications on application process
- Coordination with Committee and BC Hydro on post-award new release development and distribution.
- Annual Report – posted for public information on funded programs and results
- Posting of annual report on funded programs for public information

Administrator Guiding Principles

- Cost-effective
- Efficient
- Streamlined application process (for ease of application for busy non-profits).
- Transparent
- Professional

** To be resourced by BC Hydro.*

Generate Opportunities (GO) Fund – 2019 update

In 2016, BC Hydro launched the Generate Opportunities (GO) Fund, an \$800,000 fund to support Peace Region non-profit organizations. The GO Fund will be distributed over an eight-year period to organizations that provide services to vulnerable populations including children, families and seniors.

The GO Fund is administered by Northern Development Initiative Trust on behalf of BC Hydro. Applications for funding are accepted on an ongoing basis and funds are distributed on a quarterly basis. Organizations are eligible to apply for individual grants up to \$10,000 per year.

As of December 31, 2019, BC Hydro had distributed \$437,691 to 49 projects. For more information and to apply, please visit www.sitecproject.com/GoFund or www.northerndevelopment.bc.ca (search “GO Fund”).



Participants in North Peace Gymnastics Association's Special Abilities Program enjoy gymnastics with instructors and educational assistant support persons, supporting students in growing their physical and social skills. Each child receives an individual plan which may include speech and physiotherapy. The Special Abilities Program is run in partnership with School District 60 and ran as a pilot in 2018. NPGA received a GO Fund grant in June 2019. Photo credit: North Peace Gymnastics Association

Generate Opportunities (GO) Fund – 2019 update

In 2019, we distributed \$151,046 to 17 non-profit organizations in the Peace Region, supporting non-profit organizations in providing services to vulnerable groups, including children, families and seniors, related to recreation, the arts, health, restorative justice and literacy.

2019	
Recipient organization:	Funding received:
BC SPCA (North Peace)	To assist low-income families and fixed-income seniors in having their cats spayed/neutered.
Community Bridge	To provide monthly Daddy and Me programs for dads, grandfathers and other male caregivers to enjoy an activity with children aged 0-6 years old.
Fort St. John & Area Senior's Care Foundation	To grow the Meals and Wheels and Better at Hope programs by providing wheelchairs, walkers, crutches and canes, and other necessary care supplies.
Fort St. John Association for Community Living	To provide residents with accessible, safe and reliable vehicle transportation to connect them with employment, services and community events.
Fort St. John Literacy Society	To build children's literacy with the Dolly Parton Imagination Library program for free to vulnerable families, and to deliver a nutritional literacy program in 2020.
Fort St. John Metis Society	To deliver trapping and traditional Michif language programming by connecting Elders with youth and adults in cultural practices and revitalize the language.
Fort St. John Public Library Association	To deliver the CLICK program: computer literacy training to vulnerable populations, seniors and youth who may not otherwise have access to computer literacy training.
Fort St. John Women's Resource Society	To fund a coordinator to maintain food and clothing donations to the store, organize client volunteers and work with varying agencies within the community to provide community outreach and support to clients.
Hudson's Hope Fall Fair Society	To support low-income families and seniors in attending the Fall Fair and dinner, and to provide a wheelchair-accessible porta potty at the event.
North Peace Family SuperPark Society	To fund family programs for children of all ages and needs, with nutrition education through gardening and physical activity.
North Peace Gymnastics Association	To provide programming for special-needs students who require extra support to access the physical and social curriculum at school.
North Peace Justice Society	To provide a volunteer facilitator training program in financial responsibility, program sustainability as well as increase the depth and quality of training.
Northeast Aboriginal Business Centre Society	To provide nutritional information and kitchen tool-kits to vulnerable families currently struggling to provide healthy meals for themselves.
Northern British Columbia Volleyball Club	To provide free access to the Northern B.C. Volleyball Club Skills Camp to all children in Fort St. John, including those outside the Club.
Peace Passage Skating Club	To fund registration fees for 20 children skaters for the 2019/2020 season.
Sources Community Resources Society	To fund an ADHD Conference to provide training and information to professionals and caregivers who live and work with those living with ADHD.
Tansi Friendship Centre Society	To supply children from vulnerable families with school-supplies-filled backpacks, and to run a lunch program to provide healthy snacks, and include the family members in making the meals, thereby increasing food-safe skills.

BC Hydro GO Fund

Site C Project Supporting Peace Region Community Non-Profits to Generate Opportunities

Application Guide



Program Overview

The BC Hydro GO Fund is providing support to Peace Region Community Non-Profits to Generate Opportunities. The **BC Hydro GO Fund** is a program administered by Northern Development Initiative Trust (Northern Development) on behalf of BC Hydro. The Fund will provide \$800,000 over eight years to community non-profit organizations in the Peace Region during construction of the Site C Clean Energy Project. Non-profit organizations supporting children, families and seniors will be eligible to apply for individual grants up to \$10,000 per year.

Features and benefits of the program:

- Supports non-profit organizations providing important community services and programs
- Provides a source of funding to assist in organizational capacity and program implementation
- An efficient approval process for complete and well documented applications

Objective

The purpose of the program is to reduce inequities through financial grants to local non-profit organizations that provide services to children, families, and seniors. The BC Hydro GO Fund is targeted to support non-profit organizations serving the communities of Fort St. John, Hudson's Hope, Taylor, Chetwynd, and residents of Peace River Regional District (Electoral Areas B, C and E). Funding decisions will be made by a regional committee with appointees from the communities and rural areas that the Fund is serving.

Funding Terms

- The maximum allowable grant is \$10,000

Previously funded projects or programs are subject to the following funding terms:

- Second application for the same project or program: grant funding to a maximum of 75% of the eligible project budget, up to \$7,500
- Third application for the same project or program: grant funding to a maximum of 50% of the eligible project budget, up to \$5,000
- Maximum allowable approved applications for the same project or program is three (3)

Application Intake Deadlines

Funding applications are continuously accepted to this program and reviewed by a regional decision-making committee on a quarterly intake cycle. Once all funds have been disbursed in a year, the committee will cancel the remaining intakes.

The application intake deadlines and details are publicly posted on the [Northern Development website](#).

Eligibility

Eligible organizations and criteria

The BC Hydro GO Fund will provide grants to eligible non-profit applicants which best meet the program criteria:

- Registered non-profit organizations (✦Registered as a Society in BC)
- Provide support to reduce inequities, specifically children, families, and seniors
- Provide programming to residents in the designated local communities and rural areas in the Peace Region including Fort St. John, Hudson's Hope, Taylor, Chetwynd, Peace River Regional District (Electoral Areas B, C and E)

Eligible costs *(including but not limited to)*

- Education or material development
- Program supplies
- Direct program staff salaries
- Additional operating costs

Ineligibility

Ineligible organizations

- Individuals, government, corporate, political organizations, and third-party fundraisers

Ineligible event types and costs

- Examples: Regular sports programming, sports tournaments, school events, school equipment, safe grads
- GST
- Costs incurred prior to formal notification of funding approval
- Operating costs or rental expenses of applicant buildings or facilities
- Existing administrative staff wages

Application and Program Requirements

- The grant application program must target priority areas that have been identified by the region request including:
 - Healthy food options (food bank support, nutrition, education)
 - Child development programming (daytime: infant, toddler, pre-school and after-school: tweens and teens)
 - Family care (support and education around violence, addiction, and healthy relationships)
 - Affordable transportation to improve access to services and programs
 - Affordable access to technology

- The grant application must have a letter of support from a municipality, regional district or community organization
 - Applicants are responsible for securing a letter outlining support for the funding request. The applicant must provide a copy of the letter of support to Northern Development before a funding decision can be made (sample wording is provided in the application form)

Application Assessment

Northern Development staff will review the application to ensure completeness, eligibility and fund availability. Northern Development staff may contact the applicant if any questions arise from the application in order to provide clarity to the decision-making committee.

Applications meeting eligibility requirements will be provided to the regional decision-making committee for the fund for final review and funding approval decisions.

Successful applicants will receive an approval letter with grant funds attached. Unsuccessful applicants will also receive written notification and information on future intakes.

Reporting

The applicant must submit an annual report using Northern Development's reporting form describing how the funds received impacted their organization and reduced inequities, specifically with children, families, and seniors it supports. Reporting must be submitted to Northern Development before a new application for funding can be accepted.

The [BC Hydro GO Fund Reporting Form](#) is available on Northern Development's website.

Questions?

Northern Development Initiative Trust

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