

North Wind Wellness Centre
Building & Programming Advisory Committee
Zoom Online Meeting
Friday, October 30, 2020
14:00 – 15:00 Hours

Present:

Leonard Hiebert
Chris Hawkins
Jeff Quibell
Muktaf Latif
Angela De Smit
Donna Ward
Martha Funk
Isaac Hernandez
Liz Flores

Peace River Reginal District
Adlard Environmental
Falcon Engineering
Pomegranate Housing Consultancy
Northern Health Authority
Northern Health Authority
Addictions Consultant, NWWC
Executive Director, NWWC
Executive Assistant, NWWC

Regrets:

Virginia Toulouse
Sandra Garbitt
Cynthia Barlow

First Nations Health Authority
First Nations Health Authority
StreetoHome Volunteer for NWWC

1. Introductions & Opening Remarks: 14:00 PST

Isaac commenced the meeting by welcoming all members and briefly introducing Angela and Donna from Northern Health.

2. Review Agenda and Minutes from Sept. 17, 2020:

a. Agenda with addition

Isaac moved to approve Agenda with additions -update- Pouce Coupe property
Seconded: All in favour
Carried

b. Minutes as presented

Isaac moved to approve Agenda with additions
Seconded: All in favour
Carried

3. Endorsement of BPAC Terms of Reference

Update:

It was suggested by First Nations Health Authority (FNHA) to combine the Building and Programming Advisory Committee, some prospect members have vast knowledge and expertise in both fields.

a. Committee Membership

Isaac shared that the Friendship Centres in our area have been approached to be part of the committee. Fort St. John is on board, Dawson Creek, Chetwynd,

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and Fort Nelson are still pending. Treaty 8 Tribal Association's representative has not yet been identified.

4. Conflict of Interest Policy

- a. Discussion / Comments. Jeff Quibell, reinforced what he had stated in his e-mail communication with Isaac, that his role would be on an as need-basis. He is open and available to assist whenever NWWC needs advice or to consult on a specific matter relating to his fields of expertise. Don Pettit extended the same offer to NWWC.

Update: It is determined that the expertise of Geothermal Expertise of Falcon Engineering and Solar Energy of Peace Energy Renewal Energy Coop, would be consulted and requested as needed instead of having them participating in the monthly meetings. This would keep the opportunity for them to bid for contracts in any possible opportunities.

- b. Chris, Cynthia and Isaac are currently working on the conflict of interest policy and a draft would be presented at our next meeting.

5. ARCH Project Progress/Updates

- a. BHC Pre-Development Funding
The application was submitted with the preliminary budget for review. Due to BC elections, the process is delayed. Expecting a response regarding any adjustments or changes needed after elections are complete.
- b. ALC Application, Update
The application was submitted to ALC, once it has been reviewed by PRRD it will go back to ALC for official approval. Hoping to have a response by Christmas. This would support the request to BC Housing and FNHA.
- c. Angela will speak with Cathy Ulrich regarding any possible support from NH for potential operating costs. Due to financial constraints it is unlikely that NH can provide any funds for building development of ARCH project.

6. Pouce Coupe property

Isaac provided a brief update on having received a letter from the Village of Pouce Coupe's lawyer stating that NWWC had 60 days to clean-up the property otherwise the Village would arrange for clean-up and bill NWWC. (A fire burnt down the building in May 15, 2019, which began because of arson).

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The BOD (Board of Directors) has not yet made a decision regarding the land usage after clean-up. Currently NWWC is dealing with the insurance company and as a result clean-up has not occurred.

This property was originally intended to house the ARCH project but due to Pouce Coupe's Mayor & Council being in opposition to an addiction's treatment centre in the community, an alternate use of the property will need to be identified.

7. Next Steps & Closing Remarks

Isaac thanked all participants for their time, input and feedback during the meeting. Minutes will be distributed within the next two weeks.

Recommendations were given by Donna and Angela from NHA to investigate possible funding sources for the project through the Ministry of Mental Health and Addictions / Ministry of Health.

8. Meeting Schedule

Members expressed that Fridays works best for them to participate in monthly meetings. It was agreed that the last Friday of the month will be set for our meetings, our next being Nov. 27, 2020, at 14:00 MST (1:00 pm PST).

9. Meeting adjourned at 14:45 PST



NORTH WIND WELLNESS CENTRE

Assisting to achieve balance in life

Addiction Recovery Community Housing Building and Programming Advisory Committee (ARCH - BPAC)

TERMS OF REFERENCE

Revised Oct 30, 2020

1. Background

The NWWC Board has authorized in principle the formation of an advisory Addictions Recovery Community Housing, Building and Program Committee (ARCH-BPAC). An inaugural ARCH-BPAC meeting was held on September 17, 2020. The ARCH-BPAC is an advisory committee and involves a collection of individuals who bring unique knowledge and skills to augment the knowledge and skills of the North Wind Wellness Centre (NWWC) Board of Directors and staff. The advisory committee serves to provide key information with recommendations to the NWWC Board, Project Team and management so they can make informed decisions and effectively guide both the building and program concerns in implementing the ARCH model in Northeast BC. This will include the planning, construction and sustainable funding of the ARCH building development and associated programs as well as the planning, organization, and implementation of programming that is sustainable and effective for our northern needs and in line with the ARCH programming goals. Functional space planning, i.e. designing the space inside the building to best meet the needs of staff and participants.

2. Mandate

The NWWC Board will consider charging the Committee with review of issues and making recommendations based on summarized information that they will receive from the NWWC Project Team that supports their rationale(s):

- a) Resolving Pouce Coupe property challenges, since the recent fire, including site clean-up and alternative use of the site or sale of the property,

- b) Stewarding legal options to secure an equitable insurance payout for the Pouce Coupe property building asset destroyed by the fire,
- c) Exploring a revision to the Provincial Agricultural Land Commission variance to permit development of a building at a new location on the Farmington property,
- d) Considering alternative sites for development if the ALC does not approve the proposed building structure on the Farmington property,
- e) Establishing a preferred option for an adequate water supply to the new development on the Farmington property or at an alternative site,
- f) Determining ideal building construction methodology for the new development (e.g., modular, wood frame or concrete),
- g) Meeting with staff to consider location, size and features of various program areas to optimize the use of space and facilitated work of staff and participants (i.e. consider how people move through the space; storage areas needed)
- h) Ascertaining sufficient capital sources of funding for the new development,
- i) Developing a sustainable operating funding model and navigating potential public and private operating funding sources,
- j) Monitoring the progress of planning, design, scope, schedule, cost and quality of the building construction,
- k) Investigating ARCH program-based vocational training opportunities including organic farming, work camp housing & hospitality operations, water hauling and all-terrain vehicle mechanics,
- l) Ensuring that the centre's programming is community driven developed by the North for the North and in line with the philosophy of the ARCH initiative,
- m) Ensuring programming meets the standards of the funding bodies (FNHA, NHA, and BCH) and are accountable to the communities it serves,
- n) Reviewing all permit and licensing requirements to start and manage the business,
- o) Assisting management in determining NWWC - ARCH responsibilities with regards to hiring, labour standards, wages, and employment equity,
- p) Providing guidelines for staff in creating workplace health and safety,
- q) Understanding privacy obligations when collecting, using, or disclosing personal information about individuals.
- r) Determining the needs of surrounding communities and how best to meet those needs, and
- s) Reviewing RCC structure and function (i.e. Recovery Café and model) and determining its parameters and how it will be utilized by the ARCH and surrounding communities.

The NWWC Board will consider dissolving the Committee when the Committee has fulfilled its obligations and the new building and program are operational.

3. Membership

Co-Chairs: TBD

Committee Members: Expertise and prospective membership

- Legal - TBD
- Accounting/Construction - Larry DaRos, DaRos Accounting, Dawson Creek
- Commercial Insurance – Terry Coe, T.L. Coe Financial Ltd.
- Peace River Regional District - Leonard Hiebert, Electoral Area 'D' Director
- Treaty 8 Representation - TBD
- First Nations Health Authority – Sandra Garbitt, NE Engagement Coordinator.
- Northern Health Authority – TBD
- Work Camp Shadow Population (e.g. Oil & Gas, Forestry, Site C) - TBD
- Farming - Dr. Kent Mullinix, Director, Institute for Sustainable Food Systems, Adjunct Faculty, Sustainable Agriculture & Food Systems, KPU, Vancouver
- WorkBC Dawson Creek - TBD
- Geothermal Engineering – Jeff Quibell, Falcon Engineering Ltd.
- Solar Energy – Don Pettit, Peace Energy Renewable Energy Co-op
- Friendship Centres, Chetwynd, Dawson Creek, Fort St. John, & Fort Nelson.
- Real Estate – Al Mottishaw

Project Team

- Isaac Hernandez, Executive Director, NWWC
- Cynthia Barlow, Project Manager, Streetohome, Vancouver
- Chris Hawkins, Grant Writer, Adlard Environmental, Yukon
- Mukhtar Latif, Development Consultant, Pomegranate Housing Consultancy, Vancouver

Administration Support

- Isaac Hernandez, Executive Director, NWWC
- Elizabeth Flores, Executive Assistant, NWWC
- Martha Funk, Addictions Consultant, NWWC

4. Governance

Co-Chair responsibilities include:

- Determining the date, location, and frequency of meetings
- Guiding the meeting according to the agenda and time available

- Ensuring all agenda items requiring direction or decision are discussed with a definite outcome and/or assigned action
- Confirming that directions and decisions of the Committee are made by consensus
- Providing updates to NWWC Board on Committee plans, activities, and outcomes

Committee member responsibilities include:

- Signing a conflict of interest protocol
- Reviewing the agenda, minutes and supporting documentation prior to each meeting
- Identifying revisions and accepting revised minutes as a true and accurate record
- Asking questions, offering perspectives and suggesting alternative approaches to opportunities and challenges
- Supporting fellow Committee members and Committee decisions

NWWC administration responsibilities include:

- Scheduling meetings and notifying Committee members
- Distributing agenda/supporting documentation allowing enough time for review
- Inviting specialists to attend meetings when required by the Committee
- Distributing the minutes to all Committee members within two weeks of the meeting
- Relaying information, recommendations, and lessons learned back to the NWWC Board, staff and/or stakeholders as required.

5. Amendments

The Committee will review the terms of reference annually from the date of endorsement. Alterations may be made to meet changing needs of the Board and staff in terms of project demands and expertise required.

Originally prepared by NWWC & Streetohome – October 01, 2020

Reviewed and/or Revised and Endorsed by ARCH-BPAC – (Oct. 30, 2020)

Reviewed and/or Revised and Approved by NWWC Board – (insert date)