



STAFF REPORT – Request for Council Decision

DATE: January 11, 2021
SUBJECT: Nakusp and Area Development Board 2021 Funding Request
TO: Mayor and Council
FROM: Mark Tennant, Director of Finance/ Deputy CAO

PURPOSE:

To provide Council with a request from the Nakusp and Area Development Board.

BACKGROUND:

The Village contributes funding to the Nakusp and Area Development Board for operating expenses. In previous years, the contribution has been \$6,000 for operations plus \$2,500 towards Imagine Kootenay. They are requesting an increase in funding for operations in 2021 from \$6,000 to \$10,000. The Village's total contribution would therefore be \$12,500. They are also requesting additional funding (\$10,000) through the RDCK and the intent is to hire a part time Executive Director to take the workload off the volunteer board. This would be a one-year pilot project and if successful they will likely request the increased funding in future years to continue the position.

RECOMMENDATION:

***THAT* Council table the decision to approve granting \$12,500 to the Nakusp and Area Development Board for operations and Imagine Kootenay until the Village's budget meetings;**

OR

***THAT* Council approve granting \$12,500 to the Nakusp and Area Development Board for operations and Imagine Kootenay in 2021.**

Respectfully submitted,

Mark Tennant
Director of Finance/Deputy CAO

Attached: Request Letter from NADB



N A K U S P

AND AREA DEVELOPMENT BOARD

December 7, 2020

To: Tom Zeleznik, Mayor, Village of Nakusp
 Paul Peterson, Area K Director, Regional District of Central Kootenay (RDCK)
 Andrea Wilkie, Executive Director, Community Futures Central Kootenay (CFCK)

cc: Lynda LaFleur, Manager Community Relationships-North, Columbia Basin Trust (CBT)

The work of the NADB has returned numerous economic benefits to Nakusp and area since its inception in 1989. Credibility has been established in the community, and with funding bodies. With its broad sector representation, NADB serves as an important vehicle for vetting diverse community needs and initiating projects in response to these needs.

An intense level of volunteerism, particularly by past Presidents, has carried the organizational workload, but this is no longer feasible. Currently, the organization is managing two projects and straggling along. This, at a time when opportunities for new economic development projects are abundant. The scope, time and skills required to keep NADB vibrant, require additional resource support.

RDCK and the Village currently provide annual operating funds to the NADB (\$2786 & \$6000 respectively), though accountability back to RDCK and the Village is limited. Research on other municipalities revealed close ties between local government priorities and their economic development boards/committees, as well as taxpayer funding for staff positions to implement projects. *See references to four sample communities at the end of this document.*

The NADB board of Directors proposes to recruit a half time Executive Director who is energetic, skilled, and invested in the economic success of our area. To fund this position, the Board requests that both the RDCK and the Village increase their funding support to \$10,000 each, for a total of \$20,000. NADB would contribute an additional \$10,000 from its uncommitted reserve. Support from CFCK could help to ensure a robust process and skilled hire. A one year pilot for the new role is proposed. *A list of responsibilities is attached and will be used to prepare a Position Description.*

As in other small communities, efforts need to be collaborative for the best use of resources. The board also proposes to develop pilot terms of reference that promote good alignment between a range of local priorities; those of the Village, RDCK, CFCK, Chamber of Commerce, the Official Community Plan (OCP), and the local Common Agenda process supported by CBT. The new Executive Director and the Board would be accountable for initiating and seeking funding for projects that balance and respond to these priorities. Success criteria would be outlined.

Please let us know of your interest in this request, and the process you require of us to proceed.

Sincerely, *M. Driscoll*

Margaret Driscoll, NADB President



NAKUSP

AND AREA DEVELOPMENT BOARD

Sample municipalities with economic development boards/committees:

<https://www.crowsnestpass.com/municipal-government/boards-and-committees/economic-development-board>

<https://www.kincardine.ca/en/build-invest-grow/resources/Documents/Kincardine-CEDC-Terms-of-Reference-July-2018.pdf>

<https://www.town.blackdiamond.ab.ca/267/Economic-Development-Committee>

<https://www.georgina.ca/municipal-government/boards-committees-and-appointments/non-statutory-committees/edc>

NADB Executive Director Role

A paid executive director position would assume the bulk of the tasks below, allowing the elected officers to focus on strategy and oversight.

1. Represent NADB at community meetings and promote alignment of community economic development priorities
2. Keep abreast of local needs and economic development opportunities and inform the board
3. Review current research about local economic indicators (i.e. Rural Development Institute) and available economic reports and programs
4. Lead the board in annual strategic planning and budgeting efforts, seeking alignment with priorities of local government and economic development organizations.
5. Initiate and manage economic development projects to develop Nakusp and area, as approved by the board.
6. Apply for grants to fund projects.
7. Connect economic development champions to local resources.
8. Promote 'Imagine Kootenay' site use to local businesses.
9. Coordinate 'lead protocol' development with the Village and other agencies
10. Prepare letters of support, as approved by the board.
11. Review and respond to correspondence
12. Chair meetings
13. Prepare agenda packages for board meetings
14. Draft minutes for Chair approval
15. Lead board recruitment process and orient new board members
16. Ensure compliance with NADB by-laws
17. Keep the organization compliant with all regulatory obligations (BC Societies Act, GST & income tax, AGM, etc.)
18. Prepare required reports (annual, grant completion, President's report, etc.)
19. Check for and distribute mail weekly.
20. Check NADB email account daily and respond and/or forward to appropriate person
21. Keep information on all communication portals current i.e. website, social media, etc.
22. Renew/maintain access to all digital and financial structures (banking, website, social media, accounting software, post box, etc.)
23. Ensure there is a current contact information on all accounts/memberships, etc.
24. Retain organized digital records of all NADB activities, accessible by board (Dropbox).
25. Store old paper files of relevance.
26. Supervise any sub-contracted assistance i.e. secretarial, bookkeeping, projects, etc.

Financial tasks, to be overseen by board Treasurer

1. Deposit cheques
2. Review and approve receipts and invoices for payment, in conjunction with second signor from Board

3. Invoice funders for contributions
4. Full cycle bookkeeping functions using accounting software licensed to NADB
5. Maintain NADB financial records
6. Provide monthly and annual financial statements to board for approval
7. Prepare annual budget in cooperation with President
8. Prepare and submit T2 tax return annually
9. File annual BC Society return
10. Prepare and submit GST returns semi-annually
11. Prepare annual financial report