Community to Community Forum Application Kit

FIRST NATIONS SUMMIT

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

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1. What is a Regional Community to Community Forum?

Background

In January 1997, the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized the first province-wide Community to Community Forum. This event brought together First Nation and local government community leaders from around BC to discuss common goals and opportunities for joint action. Its success was due to a spirit of goodwill and an open exchange of concerns, ideas, and constructive viewpoints. There was consensus among the participants that Community to Community Forums at regional and local levels should be encouraged.

It was recognized that financial support would be one of the key factors in local governments and First Nations getting regional Community to Community Forums off the ground. Since 1999, as a result of continued support from the provincial Ministry of Community Services and the federal Department of Indian Affairs (BC Region), over 130 regional Community to Community Forums have been held in communities across the province. This year, UBCM and the FNS have received funding once again for the purpose of providing modest grants to First Nation and local government applicants.

Description

A regional Community to Community Forum is a jointly organized meeting between elected leaders from neighbouring First Nation and local governments. The events bring together members of municipal councils and/or regional boards with First Nation band council members and other community leaders. Applicants can seek funding to hold up to a maximum of three events in one year.

Purpose

The goal of a regional Community to Community Forum is to increase understanding and to improve overall relations between First Nations and local governments. A Community to Community Forum provides a time and place for dialogue on issues of mutual interest and concern. These issues may relate to economic development, land use planning, natural resource management, service delivery and other areas of common responsibility or interest.

Community to Community Forum Objectives

To qualify for funding under this program, a Community to Community Forum must work toward one or more of the following objectives:

- Educating and informing the participating governments about current issues in relationships between the First Nations and local governments;

- Providing a forum for dialogue on a specific concern or topical issue;

- Strengthening relationships and fostering future cooperative action by building stronger links between First Nations and local governments at the political and administrative/staff level; and

- Determining opportunities for future collaboration and joint action.

2. The Community to Community Forum Grant

Funding provided through UBCM and the FNS for a regional Community to Community Forum will be modest. At a minimum, the applicant must provide 50 percent of the total costs for the forum in cash or in kind. Note that UBCM and the FNS will invite applications from First Nations and local governments two to three times during the funding year, providing updated application deadlines each time.

Who is eligible?

Any municipal, regional district or First Nation government (e.g. Band or Tribal Council) may apply for funding for a regional Community to Community Forum. First time and repeat applicants (those who received funding in previous years) are eligible. It should be noted that the Community to Community Forum program is not connected to the treaty process, and therefore First Nations need not be in the treaty process in order to participate or apply. Events must include participation by elected officials from both First Nation and local governments.

To be eligible for funding, a First Nation or local government must also have confirmed the willingness of the partnering community to participate in the event. Normally, this would be a neighbouring First Nation or local government, however, "neighbouring" may mean in the vicinity of, but not necessarily immediately adjacent to.

3. Planning an Event

Length and Format

A day-long event may be preferred to allow participants sufficient time to meet one another and work together to generate ideas and plans for future activities. In situations where the participants do not know one another at all, an "ice-breaker" event may be useful, such as an introductory dinner or reception.

The 1997, 2001, 2003 and 2006 province-wide Community to Community Forums jointly organized by UBCM and the First Nations Summit, were structured around

presentations by speakers who provided participants with their views and specific experience in relation to local government-First Nations relations. With these presentations as a common basis for proceeding, small group discussions followed. During these discussions, participants identified and examined priority issues related to their inter-governmental and inter-community relationships.

Topic Ideas

For information and ideas on different theme areas that could be the focus of a forum, see the UBCM website at www.civicnet.bc.ca under Programs and Services/Community to Community Forum Program. The following documents will be of particular interest to those planning events:

- Final reports from recent regional Community to Community Forums held throughout the province;

- Final reports from previous province-wide Community to Community Forums jointly organized by UBCM and FNS; and

- Resources related to building effective relationships between First Nations and local governments.

Possible topics for discussion during a regional Community to Community Forum are listed below. This list is illustrative only and is not intended to be prescriptive, nor to limit the types of issues that could be discussed at regional forums.

SERVICE DELIVERY	INFRASTRUCTURE PLANNING
• Harmonization of services • Capacity building • Cost effectiveness • Joint planning and coordination	• Harmonization and communication • Future needs assessment • Joint development opportunities
LAND USE AND RESOURCES	STRUCTURING THE GOVERNMENT TO GOVERNMENT RELATIONSHIP
• Access to resources • Environmental protection • Land use planning and management • Sustainability • Dispute resolution	• Joint council meetings • Regional representation • Protocols and other agreements
COMMUNICATIONS	ECONOMIC DEVELOPMENT
• History and awareness • Staff-to-staff communications	• Improving the regional and local economies • Joint interests and initiatives

Organization and Facilitation

Experience has shown that a major challenge in organizing a Community to Community Forum is finding adequate staff time and resources. Many previous applicants have found that contracting the services of a professional facilitator/event organizer can assist in planning and convening the forum, as well as writing the final report needed to satisfy the requirements of the program. A list of experienced facilitators is available from the UBCM and FNS offices.

4. Applying for Community to Community Forum Funding

What needs to be included in the application?

First round applications can be submitted to the UBCM office any time before **November 15, 2006** and <u>must include</u> the following information under the specified headings:

First Time Applicants

(See Appendix A for a sample application for first time applicants).

❑ <u>Contact Person</u>

- Name, position, phone number and email address

❑ <u>Description and Objectives</u>

- A preliminary description of the event, including objectives.

- If the application includes more than one event (up to a maximum of 3), a rationale for multiple events and description of each should be provided.

❑ <u>Participants</u>

- Names of participating local government(s) and First Nation(s).

- If participating local governments and First Nations have already been contacted and have indicated a willingness to participate, please note that in this section.

- Any other participants that may be in attendance should also be listed.

❑ <u>Dates</u>

- Proposed date (note that for applicants seeking funding in the amount of $2500 or more, funding will not be advanced until a date has been set).

❑ <u>Intended Outcomes and Deliverables</u>

- Intended product and deliverables (e.g. plans for future meeting dates, projects for future joint action/collaboration, next steps).

❑ <u>Budget</u>

- All expenditures must be listed under the following two headings a) cash contributions and b) in-kind contributions. A total event amount must also be

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listed, as well as the amount of funding being requested (50% of the total or less).

❏ Communication Plans

- Each proposal must identify which of the following strategies will be utilized to meet the Community to Community Forum Program communication requirements:

  ✓ Reporting out on event at meeting of full band council, municipal council and/or regional district board;

  ✓ Posting of event materials on respective websites and UBCM website;

  ✓ Release of news release and/or reports to the media; and/or

  ✓ Other?

❏ Confirmation of Partners

- Communication that the elected leaders of all groups have agreed to be involved in the planned Community to Community Forum. This can be in the form of a letter and need not be a council resolution. Confirmations can be submitted after the application, but are needed in order for funds to be released.

Repeat Applicants

Repeat applicants must include all the information required by first time applicants as noted above, as well as the following information:

❏ Date of Last Forum

- Date of last forum (if it involved all or most of the same communities).

❏ Progress

- Improvements in the First Nation - local government relationship since previous event, (e.g. activities undertaken as a result of earlier forum), and how the proposed event would build on the results of the previous event.

Additional Information on the Budget

The itemized draft budget should indicate approximate amounts needed for meeting space, refreshments/meals, preparation of materials, consultant(s) for organization/facilitation services, contingency, etc. Note that a list of facilitators is available from UBCM and FNS on request. At least 50 percent of the total costs must be covered by the applicant in cash or in kind. An in-kind contribution is one for which no money is paid directly, such as staff time taken away from other projects or donations. If the application is for more than one event, itemized budgets are required for each separate event (applications with up to three events will be accepted).

Please note that any major changes to a budget must be pre-approved by UBCM or FNS before an event takes place. For example, if funding is provided for three events and only one event occurs, a significant surplus will be expected unless an applicant advises UBCM or FNS of a significant increase in the size and scope of the one event.

Similarly, applicants are responsible for any cost over-runs unless a new budget is submitted and pre-approved before an event takes place.

Staff at the UBCM and FNS office are available to provide advice to applicants on their application and event if required.

Send applications as an email attachment to <u>hfolz@civicnet.bc.ca</u>

Please send both a WORD and PDF version and note "RC2C Forum Program Application" in the subject header.

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5. Approval Process

When an application is received, UBCM staff will review it to ensure it is complete. The application will be forwarded to the UBCM Executive and First Nations Summit to consider for approval and a response will be provided as soon as possible.

The FNS and UBCM hope to encourage as many Community to Community forums as possible in regions across the province, within the confines of the available funding. While we do not anticipate a greater number of applications than total funds available, steps will be taken to ensure funds are spread as far as possible:

- **Consolidation** – In some cases, where several forums are proposed in the same region, we may ask that the groups combine efforts and hold one forum.

- **Regional Equity** – Consideration will be given to ensuring regional equity in the allocation of funds.

Once a regional Community to Community Forum application is approved, 50 percent of the total UBCM/FNS contribution will be sent to the applicant as well as **Information Brochures** describing the program, which we ask you to distribute at the event. The event must then be held within the proposed timeframe. Upon completion of the event, the applicant will be required to complete and submit two hard copies and two electronic copies of a **Final Report** summarizing the event (see section 5) in order to receive the remaining 50 percent of approved funding.

6. Submitting Your Final Report

In order to receive your final disbursement of funds, the Final Report summarizing the event must be submitted to the UBCM (two hard copies plus two electronic copies sent by email attachment). The Final Report is an important instrument for the federal and provincial governments to measure the success of their contribution to this program. If a facilitation/organization consultant assists with the forum, they can also be contracted to prepare this report.

The Final Report must include:
- an outline of the objectives of the forum;
- a list of all First Nation, local government and other participants in attendance (including their title and organization);
- a summary of the issues discussed and/or presentations made at the event;
- the recommendations, achievements, plans or "next steps" resulting from the meeting; and
- a financial summary.

An Appendix to the Final Report should include:
- agenda;
- session summaries or minutes if available;
- documents or presentations tabled;
- media releases and press coverage and other public communications; and
- any other background information that may be relevant (e.g. participants, planning process, context, goals).

Where more than one meeting or event takes place, a separate summary for each event should be prepared. **Please see Appendix B for a sample Final Report.**

A Note about Final Report Formats and Submission

Each applicant is responsible for submitting two hard copies and two electronic copies (as an email attachment or on a CD) to Alison McNeil at UBCM at the address noted below. The first electronic copy should be the Final Report text document in a WORD format and the second electronic copy should be one PDF document that includes the main text of the report and all attachments. Please note that all final reports will be posted on the UBCM website.

DEADLINES FOR FIRST ROUND APPLICATIONS

Applications to be sent to UBCM office by **November 15, 2006**

Events to be held before **March 31, 2007**

CONTACT INFORMATION

Please send all applications and final reports to Harmony Folz

Harmony Folz	Colin Braker
Union of BC Municipalities	**First Nations Summit**
60-10551 Shellbridge Way	#1200 - 100 Park Royal South
Richmond, BC, V6X 2W9	West Vancouver, BC V7T 1A2
Tel: 604.270.8226 , ext. 110	Tel: 604.926.9903
Email: hfolz@civicnet.bc.ca	Email: cbraker@fns.bc.ca

Sample Application (For Demonstration Purposes Only)

REGIONAL DISTRICT OF BEVERLY HILLS, BC
PROPOSAL FOR A REGIONAL COMMUNITY TO COMMUNITY FORUM

1.   CONTACT PERSON
Name, address, phone number and email address of a contact person for the event.

2.   DESCRIPTION AND OBJECTIVES
As this event will be the first time for local government and First Nations community leaders within the RDBH to meet as one group, an "ice breaker" dinner is proposed. The main objective of the first Community to Community Forum is to establish communication between First Nations and local governments in our region. Included will be discussion on areas of common concern, activities and functions (how we operate), and protocol for effective communications (between both elected officials and staff).

2.(b)   DATE OF LAST FORUM (repeat applicants only) - June 2, 2003

2.(c)   PROGRESS (repeat applicants only)
Since our last event in 2003, the RD and the First Nation have continued discussions on servicing. The First Nation participated in the City's annual festival and we set up a joint committee to look at regional recreation needs. Our proposed event will help us identify new opportunities for partnering.

3.   PARTICIPANTS
Local Government (elected officials and staff):
RDBH, District of Blackford, City of Pleasantville, District of Elkwood. Town of Beverly

First Nations (elected officials and staff)*:
Redwood Tribal Council, Fern First Nation, Blackford First Nation
*All First Nations have been contacted and have advised that they could attend if on June 15th.

4.   DATE
We have tentatively planned for June 15, 2007. This would allow sufficient time to prepare a specific agenda and for participants to prepare presentations.

5.   INTENDED OUTCOMES AND DELIVERABLES
Outcomes that are expected include: a plan for future meetings; identification of common areas of interest and next steps; and a greater understanding of each entities function, goals and values.

6.   BUDGET

A. Cash Expenditures	
Dinner for 75 people at $25/person	$1,875
Facilitation Services	$1,500
Guest Speaker	$500
Facilities rental	$800
B. In-kind Expenditures	
Preparation of materials- printing costs for information materials	250
Final report production and printing	550
C. Contingency	150
TOTAL	**$5,625**
TOTAL FUNDING REQUESTED (50%)	**$2,812.50**

7.   COMMUNICATION PLANS
The proceedings of the event will be recorded in a report, which will be sent to UBCM upon completion. A news release will be sent to our local newspaper, *The Town Crier* after the event. The First Nation, municipal and regional district participants have the event scheduled on their respective council/board agendas for participants to provide a report on the results.

Sample Final Report (For Demonstration Purposes Only)

FORUM OBJECTIVES
Clear objectives, whether they are formal or informal, are essential to the successful planning and implementation of a Community to Community Forum. Please use this section to describe the goals the organizers had for the forum and a short analysis of whether those objectives were achieved. This information gives a valuable overview of the success of the forum and can be used to plan future forums.

PARTICIPANTS
Funding eligibility relies on the support and participation of at least one neighbouring First Nation or local government. Your final report must include a list of all participants with their title and organization also noted.

ISSUES DISCUSSED
Include a summary of the issues discussed at the forum (preferably in point form or in paragraphs under sub-headings). Please include as an appendix any prepared materials (reports, info pack, etc), presentations, as well as any minutes recorded.

RECOMMENDATIONS/OUTCOMES
The Community to Community Forum program hopes that the events funded lead to the development of open communication, joint ventures and cooperative working relationships. It is hoped that the relationships established at your forum will continue and evolve. In this section, record any recommendations, resolutions, achievements, plans or "next steps" that are a result of the forum. These may vary from informal agreements for holding similar annual events to formal agreements concerning any of the issues discussed, (e.g. Protocols, MOUs, etc).

Include plans by participating First Nations and local governments for reporting out to their respective councils or boards.

FINANCIAL SUMMARY
Include a summary detailing the actual costs of your Community to Community Forum. All expenditures must be listed under the following two headings a) cash contributions and b) in-kind contributions. Note that submission of receipts is not required.

COMMUNICATIONS SUMMARY
Include a summary detailing how news of the event was communicated to councils/boards and the general public.

ATTACHMENTS
Include any other relevant information, including background information, agenda, documents tabled, and media releases and coverage.

PLEASE NOTE
Sending in the minutes and the prepared materials from an event does not constitute a Final Report. The above format must be followed. All minutes and prepared materials should be in an appendix to the Final Report.

Remember to submit two hard copies plus two electronic copies (see section 6 for specifications) by e-mail attachment to the UBCM office at hfolz@civicnet.bc.ca.