

KITSELAS COMMUNITY WELLNESS POLICY

PURPOSE

- 1.(1) The purposes of this Policy are to:
 - a. guide the Council in making decisions regarding the expenditure of OSR by Community needs and that Kitselas administrative departments.;
 - b. ensure that decisions respecting the expenditure of OSR are made in a transparent manner and contribute substantially to the long-term goal of sustainable Community Wellness; and
 - c. ensure that OSR expenditures made in accordance with this Policy prioritize identified core community needs over community wants.

DEFINITIONS AND INTERPRETATION

- 2.(1) In this Policy:

“**APPLICANT**” means a Department Director who makes an Application in accordance with section 5;

“**APPLICATION**” means an application for OSR funding made in accordance with section 5;

“**COMMUNITY WELLNESS**” means the well-being of Kitselas and the quality of life of all Kitselas Citizens;

“**COMMUNITY WELLNESS PRIORITIES**” are the objectives, programs and services identified by Council as having priority for Kitselas, as further described in subsection 3(5);

“**COUNCIL**” means the Council of Kitselas First Nation and includes the Chief of Kitselas First Nation;

“**DEPARTMENT DIRECTOR**” means the head of a Kitselas administrative department;

“**FAL**” means the *Kitselas Financial Administration Law, 2021*, as amended or replaced from time to time;

“**FPP**” means the Kitselas First Nation Financial Policies and Procedures, as amended or replaced from time to time;

“**KITSELAS FIRST NATION**” means Kitselas First Nation;

“**KITSELAS CITIZEN**” means an individual whose name appears or who is entitled to have their name appear on Kitselas’ membership list;

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“**OSR**” means own source revenue, which is revenue that is at the discretion of Kitselas to spend, and which has been raised through a variety sources such as negotiations with proponents and government on impact management and benefits or accommodation agreements and economic development activities;

“**OSR ADMINISTRATOR**” means the person appointed by Council in accordance with subsection 4(1) to administer the Application process set out in this Policy; and

“**WELLNESS COMMITTEE**” means the Community Wellness Working Group appointed by Council in accordance with its Terms of Reference, consisting of community members whose mandate is to help Council receive meaningful community input on how to strategically pursue initiatives aimed at improving Community Wellness.

- (2) Unless otherwise provided, the words and expressions used in this Policy have the same meaning as in the FAL.
- (3) In this Policy, the following rules of interpretation apply:
 - a. words in the singular include the plural, and words in the plural include the singular;
 - b. if a word or expression is defined, other parts of speech and grammatical forms of the same word or expressions have corresponding meanings;
 - c. the expression “shall” or “must” is to be construed as imperative, and the expression “may” is to be construed as permissive;
 - d. unless the context indicates otherwise, “including” means “including, but not limited to”, and “includes” means “includes, but not limited to”;
 - e. the headings given to the sections and paragraphs in this Policy are for convenience of reference only, and do not form part of this Policy; and
 - f. a reference to an enactment or a policy includes any amendment or replacement of it and every regulation made under it.

GUIDING PRINCIPLES

- 3.(1) Council shall make decisions on the expenditure of OSR in accordance with this Policy, the FAL, the FPP and any other applicable Kitselas policy.
- (2) This Policy is subject to the FAL and, in the event of a conflict between this Policy and the FAL, the FAL prevails.
- (3) This Policy is intended to contribute to the needs of all Kitselas Citizens whether they live within or outside of established Kitselas communities, and decisions on expenditures of OSR shall be made with the wellbeing of all Kitselas Citizens in mind.

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- (4) This Policy is intended to promote expenditures of OSR that contribute to Community Wellness without threatening the long-term viability of the OSR.
- (5) OSR expenditures that are eligible to be made in accordance with this Policy must contribute to Community Wellness Priorities, which include the following:
 - a. health and wellness of Kitselas Citizens;
 - b. safe and adequate housing for Kitselas Citizens;
 - c. programs and services for youth, elders, and all ages of life;
 - d. infrastructure development;
 - e. protection, teaching and celebration of culture and language;
 - f. education and schools;
 - g. promotion of recognition of Kitselas jurisdiction, rights, title and self-government;
 - h. employment, mentorship and training of Kitselas Citizens;
 - i. lands and resources;
 - j. economic development;
 - k. recreation; and
 - l. Emergency management.

(6) OSR that is not spent in accordance with this Policy or another Kitselas policy shall be invested in accordance with section 42 of the FAL and with the Investment provisions of the FPP, and such investments shall be transparent to the community.

- (7) When making decisions under this Policy, Council shall take into consideration other Kitselas policies, plans and enactments such as the Comprehensive Community Plan, the Kitselas First Nation Land and Resource Stewardship Policy, and the Kitselas First Nation Strategic Framework 2021-2025.
- (8) On an annual basis, not more than 1% of total OSR shall be available for expenditure in accordance with this Policy.
- (9) For clarity, nothing in this Policy compels Council to make an expenditure of OSR.

OSR ADMINISTRATOR

- 4.(1) Council shall appoint a person as the OSR Administrator, whose duties shall include the following:

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- a. receiving Applications for OSR funding in made in accordance with section 5;
- b. reviewing Applications and communicating with Applicants;
- c. forwarding completed Applications to the Wellness Committee and to Council for consideration and communicating with the Wellness Committee and Council as appropriate;
- d. retaining copies of all Applications and all reviews of Applications by the Wellness Committee in accordance with the Kitselas Records Management Policy; and
- e. such other duties as Council may assign from time to time.

APPLICATIONS FOR EXPENDITURES OF OSR

- 5.(1) Applications for OSR funding may be submitted to the OSR Administrator by the Department Directors, and by no other persons.
- (2) Applications shall be considered four (4) times per year and must be fully completed and submitted by the 20th every three (3) months.
- (3) Applications made in accordance with this section shall be submitted in the form attached at Schedule A and shall include all information required in that form.
- (4) If the value of the expenditure proposed in an Application is more than \$100,000 the Applicant shall attach the following additional information to their Application:
 - a. how the proposal will improve Community Wellness;
 - b. attempts to secure funding from other sources or why such attempts were not made;
 - c. how the all community or a particular group, such as elders or youth, will be served by the proposal; and
 - d. a plan for reporting back to Council on evaluation of the success of the proposal.
- (5) If the value of the proposed expenditure is more than \$100,000, then, in addition to the requirements under subsections 5(1)-5(4), the community shall be consulted, which consultation shall include a community meeting where all public documents will be made available and a Notice of Meeting will be posted publicly by Kitselas Band Council and Administration. In the government structures, Kitselas Website, online in social media channels, the radio, and mail outs to each Kitselas Citizen.
- (6) The OSR Administrator shall review each Application submitted and shall notify an Applicant if any further information is required in order for an Application to be completed in full.

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- (7) The OSR Administrator shall forward all fully completed Applications to the Wellness Committee for consideration.
- (8) The Wellness Committee shall meet every three (3) months throughout each year, to review the Applications received from the OSR Administrator in accordance with subsection 5(7), and shall consider and rank the Applications on the basis of the following criteria:
 - a. to what extent the proposal is likely to improve or contribute to a Community Wellness Priority;
 - b. to what extent the community or a particular group in the community will be served by the proposal;
 - c. the importance or urgency of the proposal;
 - d. whether other sources of funding are available for the proposal;
 - e. whether adequate funding is available from OSR in the applicable year to fund this and other proposals; and
 - f. such other factors that the Wellness Committee considers relevant.
- (9) The Wellness Committee shall record in writing the reasons for the rankings made in accordance with subsection 5(8) and shall provide to the OSR Administrator immediately upon completion
 - a. the rankings;
 - b. the written reasons for the rankings; and
 - c. Recommendations regarding the expenditure of OSR on the proposals in the subject Applications.
- (10) For clarity, the Wellness Committee may recommend that one or more Application proposals are not funded, or that they are funded in amounts that are different than the amounts requested in the Applications.
- (11) The OSR Administrator shall provide a copy of the rankings, reasons and recommendations received in accordance with subsection 5(9) to Council immediately upon receipt.
- (12) Council shall review the rankings, reasons and recommendations of the Wellness Committee, within 30 days of their receipt and may, by resolution,
 - a. allocate available OSR in accordance with the recommendations from the Wellness Committee;
 - b. allocate available OSR to one or more Application proposals in accordance with the priorities of Council; or
 - c. decline to allocate any OSR to any Application proposals.
- (13) Where Council does not follow the recommendations of the Wellness Committee, Council shall record the reasons for its decision.

- (14) In the event that Council declines to fund an Application, the Applicant may re-submit the Application, or submit a similar Application in accordance with this section, not less than one year after they first submitted the Application.

OTHER EXPENDITURE OF OSR

- 6.(1) Council may make an expenditure of OSR that is not in accordance with the process set out at section 5 in the following circumstances, provided the expenditure is made in accordance with the FAL and the FPP:
- a. the expenditure is made in accordance with another Kitselas expenditure policy, if applicable; or
 - b. an overwhelming or urgent community need is identified which is a Community Wellness Priority, and appropriate community consultation is carried out on the proposed expenditure, including a community meeting.

REPORTING TO THE COMMUNITY

- 7.(1) On an annual basis, the Chief Administrative Officer, on behalf of Council, shall report to the community on the following:
- a. the total value of moneys held as OSR;
 - b. the expenditures made from OSR in accordance with this Policy; and
 - c. the impact of the expenditures of OSR expenditures on Community Wellness.

CONFLICT OF INTEREST

- 8.(1) The conflict of interest policies of Kitselas First Nation apply to Council and any other entity involved with making decisions on the expenditure of OSR under this Policy.

REVIEW

- 9.(1) This Policy shall be reviewed within 12 months of its adoption and as recommended after that by the Chief Administrative Officer, the Director of Finance, Council, and an appropriate community engagement forum, and may be amended by Council from time to time as deemed appropriate.

SCHEDULE A – OSR APPLICATION FORM

Please fill in the following information and submit to the OSR Administrator

1. Date:
2. Department:
3. Contact person:
4. Phone number:
5. Email:
6. Amount requested:
7. Brief description of proposal (no more than 1 page)
8. If the proposal is for more than \$100,000 please provide a description of no more than 1-2 pages of how the expenditure will contribute to overall Kitselas Community Wellness Priorities, including:
 - a. health and wellness of Kitselas Citizens;
 - b. safe and adequate housing for Kitselas Citizens;
 - c. programs and services for youth, elders, and all ages of life;
 - d. infrastructure development;
 - e. protection, teaching and celebration of culture and language;
 - f. education and schools;
 - g. promotion of recognition of Kitselas jurisdiction, rights, title and self-government;
 - h. employment, mentorship and training of Kitselas Citizens;
 - i. lands and resources;
 - j. economic development;
 - k. recreation; and
 - l. Emergency management
9. The proposal should contain:
 - a.. how the community or a particular group, such as Elders or Youth, will be served by the project; and
 - b. a timeline for reporting back to Council on evaluation of the success of the project.
10. For decisions over \$100,000 please attach a plan for consulting the community including a proposal for the holding of a community meeting.