



Staff Report

CORPORATE ADMINISTRATION

To: Council
From: Jon Wilsgard, CAO/CO
Subject: Ratification of CED Agreement

File: 1855-04/EOF
Date: August 20th, 2019

RECOMMENDATION

THAT per the Staff Report *Ratification of CED Agreement* received August 20th, 2019 from the CAO, Council APPROVE the proposed agreement for CED services with the Golden Community Social Services Coop and the Columbia Shuswap Regional District;

AND THAT Council DIRECT staff to make application to the regional district to source requisite monies from the Economic Opportunity Fund to enable the agreement.

BACKGROUND

At its regular meeting held July 16th, 2019 Council affirmed the following resolution which was brought into open session following its closed meeting held July 2nd, 2019:

THAT Council APPROVES in principle the proposal for Community Economic Development Services delivery to the Golden area submitted and presented by the Golden Community Social Services Co-op to both Council and the Area Director June 24th, 2019, subject to:

- *The confirmation of an expanded terms of reference and membership composition for both the governance board and proposed advisory committee better reflective of community representation in the context of community economic development; and*
- *An agreement for services to Golden and the Area A community ratified by both Council and the Area Director for a period not to exceed three years, funded entirely by the Economic Opportunity Fund.*

DISCUSSION

Attached is a proposed contract for services developed by staff. The contract has been successfully vetted through both regional district and GCSSC executive staff.

A proposed deadline of March 31st, 2020 has been agreed upon to ensure an expanded membership of the society's board and advisory committee. This gives adequate time to procure well suited individuals for these roles.

Upon ratification of this agreement, staff will make application to the regional district board per its Policy F-29 to secure monies from the Economic Opportunity Fund for this initiative.

IMPLICATIONS

Strategic

(Guiding Documents Relevancy -Strategic Plan, OCP)

A renewed vision for CED services with an outcome of a delivery mechanism or not in partnership with the CSRD is a Council Advocacy Priority in the 2019-2020 time frame.

Financial

(Corporate Budget Impact)

At this time the proposed service is envisioned to be enabled entirely from the Economic Opportunity Fund, having no direct financial impact to the municipality.

Administrative

(Policy/Procedure Relevancy, Workload Impact and Consequences)

This has remained a workload place holder for executive administration in the event this service was re-established. The consequences of the service will inevitably require a continuing measure of administrative time across the departmental spectrum particularly for the CAO and development services to facilitate relationships, build capacity and understanding, and align the service, its projects and messaging with the municipality.

OPTIONS

1. Endorse the recommendation.
2. Require changes to the proposed agreement as Council deems appropriate.
3. Reject the recommendation; take other action as Council deems appropriate.

Respectfully Submitted,



Jon Wilsgard
Chief Administrative Officer/
Corporate Officer

Attachments-



SOCIAL AND COMMUNITY ECONOMIC DEVELOPMENT SERVICES AGREEMENT

THIS AGREEMENT dated for reference and execution September 3rd, 2019

AMONG:

TOWN OF GOLDEN, a municipality incorporated pursuant to the laws of British Columbia and having an address at PO Box 350, 810 9th Avenue South, Golden, BC, V0A 1H0

("Town")

AND:

COLUMBIA SHUSWAP REGIONAL DISTRICT, a regional district incorporated pursuant to the laws of British Columbia and having an address at Box 978, 555 Harbourfront Drive NE, Salmon Arm, BC, V1E 4P1

("Regional District")

AND:

GOLDEN COMMUNITY SOCIAL SERVICES CO-OP (Inc. No. CP-2251), a not-for-profit society having an address at Box 746; 202-421 9th Avenue North Golden, BC, V0A 1H0

("Society")

GIVEN THAT:

- A. The Society has been incorporated to provide community social services co-operation and collaboration between various agencies building capacity, developing shared services, social enterprise, advocacy, poverty reduction and affordable housing;
- B. The Society has been further retained by the Town and the Regional District to provide community economic development services in the Town of Golden and Electoral Area A of the Regional District;

- C. The Town and the Regional District believe that the Society provides the best possible means of promoting and delivering specific social and community economic development services in the Golden Area and wish to contract with the society to provide such services in accordance with this Agreement;
- D. The Town and Regional District each have the corporate authority to enter into this Agreement pursuant to section 176 of the *Local Government Act*, and each of the Town and the Regional District and the Society have duly authorized the entering into this Agreement by resolution.

THIS AGREEMENT is evidence that in consideration of the mutual covenants and agreements made by each of the parties to the other as set out in this Agreement, and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by the parties), the Town, the Regional District and the Society agree as follows:

1. Definitions

In this Agreement:

- a) “Annual Fee” means the annual fee for the Services to be paid by the town and the Regional District to the society as determined under sections 3 and 4;
- b) “Council” means the Municipal Council of the Town of Golden;
- c) “Electoral Area’ means Electoral Area A of the Regional District;
- d) “EOF Fund” means the Economic Opportunity Fund created by Policy F29 of the Regional District and funded by a BC Hydro payment in lieu of taxes to the Regional District;
- e) “Golden Area” means the Town of Golden and Electoral Area A of the Regional District;
- f) “Regional District” means the Columbia Shuswap Regional District, on behalf of Electoral Area A;
- g) “Services” means the services required to be performed by the Society as described in section 2 of the this Agreement;
- h) “Term” means the term of this Agreement, beginning on September 3rd, 2019 and ending on August 31st, 2022, subject to earlier termination or extension under this Agreement;
- i) “Town” means the Town of Golden; and,
- j) “Year” means a calendar year of the Term.

2. Services to be Provided by the Society

The Society must provide the following services for the Term in accordance with the terms and conditions set out in this Agreement and to the satisfaction of the Town and the Regional District:

- a) Capacity-build for the social sector, develop shared services functions, facilitate social enterprise, provide advocacy for poverty reduction, and lead affordable housing initiatives as opportunity is presented;
- b) Nurture and facilitate community wellness, social justice, transparency, research, and responsiveness, to promote and create an increased quality of life, community well-being and productive landscape for sustained social and economic development;
- c) Promote the Golden Area for community economic development purposes in accordance with the Society's economic development strategic priorities;
- d) Advocate to and on behalf of the Town and the Regional District to government and corporations with respect to policies, legislation and public projects that may impact the economic circumstances of the Golden Area;
- e) Initiate, coordinate and source funding for such studies as the Society may identify to carry out community economic development within the Golden Area;
- f) Undertake other tasks, projects or initiatives that may enhance the economy of the Golden Area, as identified by the Society's Board of Directors and Advisory Committee and determined as appropriate to effectively promote the Golden Area or as requested by the Town or the Regional District from time to time; and,
- g) Provide a written report and update by official communiqué no less than quarterly each year to Council and the Regional District, on all relevant society activities, initiatives, and projects.
- h) Undertake best efforts to achieve the Schedule of Deliverables as proposed and attached as Schedule 'A'.

3. Governance Expectations

No later than March 31st, 2020 the Society will subject to approval of both the Town and the Regional District, provide evidence and rationale of expanded memberships of both its governing board and advisory committee that adequately represent broad community interest, capacity and aptitude in community economic development matters.

4. Annual Fee for Service

- a) The Town and the Regional District agree that for each year of the Term, the Annual Fee shall be \$150,000 payable from the EOF Fund, to be paid by the Regional District.

- b) The parties agree that the Annual Fee shall not be less than \$150,000, unless agreed to by both the Town and the Regional District or unless there is a decrease in the funding to the EOF Fund. If there is a decrease in the total EOF Fund, the Annual Fee may be reduced proportionately to that decrease. If such a decrease in the Fee makes it impracticable for the Society to provide the Services, as determined by the Society, the parties agree in good faith to renegotiate this Agreement. Failing successful renegotiation, this Agreement shall terminate at the end of the last year during which full EOF Funds are received by the Regional District.

5. Payment Timing

Subject to s.4 (b) above, the Regional District must pay to the Society the Annual Fee by September 15th in each of 2019, 2020, and 2021 of each year of this year.

6. Society to Maintain Financial Records

The Society must prepare, keep and maintain detailed financial records covering all aspects of the Services provided under this Agreement, including all associated expenses and revenues. The Society must deliver to the Town and the Regional District a copy of its year end financial statements no later than 120 days after the end of its fiscal year for each year. The Society shall make all financial books and records available for inspection, audit and copying by the town and the Regional District at all reasonable times upon 24 hours notice.

7. Maintenance of Society

The Society agrees that it shall at all times during the Term fulfill all of its obligations under the Society Act in order to maintain the society in good standing.

8. Termination on Notice

The Town and the Regional District may at any time during the Term give to the other parties a notice of termination of this Agreement, after which the Agreement shall terminate 90 days following such notice provided that this Agreement will survive and be subject to pro-rated Fees to the Society for 90 days following notice given after June 1st in its final year.

9. Agreement for Services

This is an agreement for the performance of services and the Society is engaged under this Agreement as an independent contractor for the sole purpose of providing the Services. Except as is otherwise expressly prescribed in this Agreement, neither the Society nor any of its employees or contractors is engaged by the Town or the Regional District as an employee or agent of the Town or the Regional District. The Society is solely responsible for any and all remuneration and benefits payable to its employees and contractors, and all payments or deductions required to be made by any enactment, including those required for Canada Pension Plan, employment insurance, workers' compensation and income tax. This Agreement does not create a joint venture or partnership, and the Society has no authority to represent or bind the Town or the Regional District in any way.

10. Other Services

Nothing in this Agreement is intended to prevent the Society from providing or receiving services to or from other clients concurrent with this Agreement, but the Society shall at all times give priority to the provision of Services under this Agreement.

11. Liability and Insurance

The Society shall at all times during the Term maintain comprehensive liability insurance in a form and amount satisfactory to the Town and the Regional District. Such insurance shall be in the amount of not less than \$5,000,000 (five million dollars) per occurrence, shall name the Town and the Regional Districts as additional named insureds, and shall provide for at least 30 days notice to each of the Town and the Regional District of any changes in the terms of such insurance. The Society shall provide a certificate of insurance to the Town and the Regional District evidencing such insurance.

12. Indemnity

The Society hereby agrees to indemnify and save harmless each of the Town and Regional District from any and all liabilities, actions, damages, claims, losses, costs and expenses whatsoever arising from the Society's activities and actions in respect of the provision of the Services to the Town and the Regional District, or in respect of any action or thing done or maintained by the Society under this Agreement.

13. Parties Independent

Each of the Town and the Regional District are independent under this Agreement and the rights available to each under this Agreement and at law are several and not dependant on each other.

14. Time of the Essence

Time is of the essence of this Agreement.

15. Severance

If any portion of this Agreement is held to be illegal or invalid by a court of competent jurisdiction, the illegal or invalid portion must be severed and the decision of the court that it is illegal or invalid does not affect the validity of the remainder of this Agreement.

16. Notice

Any notice, direction, demand, approval, certificate or waiver which may be or is required to be given under this Agreement must be in writing and delivered personally or by courier or sent by fax, addressed as follows:

(A) To the Town:

Town of Golden
Box 350
810 9th Avenue South
Golden, BC V0A 1H0

(B) To the Regional District:

Columbia Shuswap Regional District
Box 978
555 Harbourfront Drive NE
Salmon Arm, BC V1E 4P1

(C) To the Society:

Box 746
202-421 9th Avenue North
Golden, BC V0A 1H0

17. Governing Law

This Agreement is governed by, and is to be interpreted according to, the laws of the Province of British Columbia and the parties agree to attorn exclusively to the courts of the Province of British Columbia.

18. Binding of Successors

This Agreement enures to the benefit of and is binding upon the parties and their respective successors, subcontractors, trustees, administrators and receivers, despite any rule of law or equity to the contrary.

19. Entire Agreement

This Agreement is the entire agreement between the parties and it terminates and supersedes all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Agreement.

20. Waiver

Waiver of any default by either party must be express and in writing to be effective, and a waiver of a particular default does not waive any other default.

As evidence of their agreement to be bound by the above terms and conditions of this agreement, the parties have executed this agreement below, on the respective dates written below.

This Agreement will enure to the benefit of and be binding upon the parties and their respective successors and assigns.

IN WITNESS WHEREOF the parties have executed this agreement as of the dates written below.

TOWN OF GOLDEN, by its authorized)
signatories:)

_____)
Mayor:)

Attach seal

_____)
Corporate Officer:)

Date Executed:_____

**COLUMBIA SHUSWAP REGIONAL)
DISTRICT**, by its authorized)
signatories:)

_____)
Chair:)

Attach seal

_____)
Administrator:)

Date Executed:_____

**GOLDEN COMMUNITY SOCIAL)
SERVICES COOP** by its authorized)
signatories:)

_____)
President:)

Attach seal

_____)
Vice President:)

Date Executed:_____

Schedule A
Deliverables

GOLDEN COMMUNITY
SOCIAL SERVICES COOP



Community Economic Development & Social Sector Cooperative



Proposal
Presentation
June 24, 2019

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About the Coop



GOLDEN COMMUNITY SOCIAL SERVICES COOP



www.goldencommunitycoop.ca

202 – 421 9th Avenue North
Box 746 Golden, BC V0A 1H0

Coop Board of Directors

Golden Family Center Society
Golden Community Resources Society
Golden Women's Resource Centre
Golden Food Bank Society

Helena Oosthoek, Executive Director
Connie Barlow, Executive Director
Linley McLean, Executive Director
Alycia Weir, Board Member Golden Food Bank Society

Coop Staff

Jill Dewtie, Executive Director
jill@goldencommunitycoop.ca
(250) 290-0050

Breanna Nielsen, Social Justice Advocate
advocate@goldencommunitycoop.ca
(250) 439-9325

Meeting Expectations for CED Services in Golden and Area A

Promotes coordination and collaboration among key organizations serving community economic development in the community

- The Coop models a collaborative approach to community development. The Coop has good cross-sectoral working relationships within the community and across the region.
- The Coop has the capacity and experience to coordinate diverse stakeholders and to confidently lead in strategic directions regardless of the complexity or magnitude of the challenge.

Inclusive of key organizations – across social, environmental, cultural and business sectors

- **Social** – the Coop has a collaborative and supportive relationship with organizations across the non-profit and social sectors well beyond the Coop membership.
- **Environmental** – the Coop has a working relationship with Wildsight Golden, Local Food Matters, Golden Agricultural Society and the various recreational groups across the community.
- **Cultural** – the Coop has an excellent working relationship with Kicking Horse Culture, Golden Visual Arts, and other arts and culture groups that don't currently have a formal institutional home.
- **Business** – the Coop sits on the Board of Directors of the Kicking Horse Chamber of Commerce, has a positive working relationship with Tourism Golden and the Farmers Market and is actively building relationships with the local business community.

Represents Golden and Area A with a common voice

- The Coop offers a reliable and consistent representation of the opportunities and priorities emerging from Golden and Area A.
- The Coop is experienced in generating a united voice from across diverse organizations and stakeholders to successfully advocate at the local, provincial and national level.

Creates capacity for a coordinated response to opportunities or issues

- The Coop offers the space, experience and desire to address opportunities and issues in our community, regardless of their magnitude.
- The Coop will seek additional support from stakeholders as opportunities emerge and strategic efforts can be aligned to benefit Golden and Area A.
- The Coop will encourage and support stakeholders in their own CED projects as appropriate.

Provides a common vision and strategy that unites community stakeholders

- The Coop will lead the timely development of an economic development strategy for Golden and Area A.
- The Coop will aim to understand and consider community values in the activities it undertakes.
- The Coop will encourage a triple bottom line (people, planet, profit) approach to local development opportunities.

Opportunities for local government engagement

- Local government will be acknowledged as a partner and funder of the CED function.
- Local government will be engaged on an annual review basis to evaluate the CED function.
- Local government may call on the Coop to represent the CED function at additional meetings and/or events.

- Local government will be encouraged to provide feedback to the CED function on a need be basis throughout the year should timely priorities or opportunities present themselves.

Sets clear measures for accountability and provides a schedule of reporting

- The CED Officer will have an annual work plan.
- The CED Advisory Committee will have an annual planning session hosted by the Coop.
- The Coop will prepare annual reports for the Town of Golden and CSRD Area A, including a review engagement.

Aligns with Town of Golden OCP and CSRD Area A priorities

- The Coop/CED Function will participate in updates to Town of Golden strategic planning (as requested).
- The Coop/CED Function will participate in updates to Town of Golden OCP (as requested).
- The Coop/CED Function will participate in CSRD Area A priority planning (as requested).
- The Coop/CED Function will utilize these plans and priorities to inform CED activities.

Identifies operational capacity to support deliverables/programming

- The Coop employs a capable CED professional with the appropriate skills, aptitudes and integrity to act in the best interest of the community of Golden and CSRD Area A.
- The Coop identifies and seeks funding opportunities for community CED projects.
- The Coop leverages CED funding to support other CED aligned projects in the community.

Combined Coop & CED Budget

	August 1, 2019 through July 31, 2020	August 1, 2020 through July 31, 2021	August 1, 2021 through July 31, 2022
Budget Item	Coop Year 1	Coop Year 2	Coop Year 3
Wages, Benefits & Employment Costs	\$96,500.00	\$96,500.00	\$96,500.00
0.1 FTE Coop ED & CED Officer			
Casual Coop & CED Project Coordinator			
Total HR Costs:	\$96,500.00	\$96,500.00	\$96,500.00
Operational Costs			
Rent/Office	\$6,900.00	\$6,900.00	\$6,900.00
Community Engagement/Advertising/Promo Coop	\$800.00	\$800.00	\$800.00
Community Engagement/Advertising/Promo CED	\$3,000.00	\$3,000.00	\$3,000.00
Telecom & Internet Services	\$2,700.00	\$2,700.00	\$2,700.00
Materials/Supplies/Memberships	\$2,500.00	\$2,500.00	\$2,500.00
Professional Services (financial & legal)	\$2,800.00	\$2,800.00	\$2,800.00
Meetings, Conferences & Travel Costs	\$7,500.00	\$7,500.00	\$7,500.00
Insurance	\$1,500.00	\$1,500.00	\$1,500.00
Training/Professional Development	\$2,500.00	\$2,500.00	\$2,500.00
Advisory Committee Costs	\$1,500.00	\$1,500.00	\$1,500.00
Technology Replacement Reserve	\$600.00	\$600.00	\$600.00
Misc. Admin Costs	\$700.00	\$700.00	\$700.00

Total Operational Costs:	\$33,000.00	\$33,000.00	\$33,000.00
Total HR & Operational Costs:	\$129,500.00	\$129,500.00	\$129,500.00
Project Specific Costs			
Office Reconfiguration, Signage	\$2,000.00	\$0.00	\$0.00
CED Website Development and Maintenance	\$3,500.00	\$500.00	\$500.00
Local Economic Development Strategy	\$60,000.00	\$0.00	\$0.00
Possible External Funding (Rural Dividend)	-\$45,000.00	\$0.00	\$0.00
Year 2 Priority Project	\$0.00	\$20,000.00	\$0.00
Year 3 Priority Project	\$0.00	\$0.00	\$20,000.00
Total Specific Projects:	\$20,500.00	\$20,500.00	\$20,500.00
Total Contract Year	\$150,000.00	\$150,000.00	\$150,000.00

Budget Notes

Coop Executive Director and CED Officer are a combined role. Casual Coop and CED project coordination labour budget will be utilized on a need be basis and to leverage other funding.

If Rural Dividend does not fund the economic development strategy, other funding sources will be sought and the project budget may be revised to reflect the new realities.

Annual Priority Project Funding of \$20,000 is considered seed money to catalyze projects. Any unused funding will be rolled over to the next year and returned if not used by contract completion.

Schedule of Deliverables

Year 1 August 1, 2019 – July 31, 2020	Year 2 August 1, 2020 – July 31, 2021	Year 3 August 1, 2021 – July 31, 2022
Office updates, Signage	Maintain office and meeting space	Continued
Be the Point of Contact for CED for Golden and Area A. Attend meetings, events and conferences as deemed appropriate to CED goals.	Continued	Continued
Communication/Coordination among community organizations and stakeholder groups.	Continued	Continued
Apply to Rural Dividend for Economic Development Strategy funding (due Aug 2018) Alternative funding may be required.	Develop mechanism for the implementation of economic development strategy.	Continued facilitation of community-wide implementation of economic development strategy.
Develop and launch CED website – and/or create CED page to be included on existing sites (TOG, CSR, ect).	Maintain website – update content	Maintain website – update content
Lead the Affordable Housing Portfolio : engage stakeholders, develop opportunities, support projects.	Continued	Continued
Kicking Horse Canyon Phase 4 Project Social Sector Liaison (and KHC Project Housing Advocate).	Continued	To Be Determined
Child Care Space Development support and leadership as required.	Continued	To Be Determined
Social Sector Capacity Building (Focus on sustainability, shared services, succession planning, and emerging community needs).	Continued	Continued

Year 1 August 1, 2019 – July 31, 2020	Year 2 August 1, 2020 – July 31, 2021	Year 3 August 1, 2021 – July 31, 2022
<p>Explore and action opportunities for cross-sectoral efforts to address/support social planning and “Quality of Life” enhancement for Golden & Area A. (Includes activities around workforce attraction and retention, opportunities for youth, ageing in community, recreation, transportation, access to medical and other services, cost of living, access to education, ect.).</p>	Continued	Continued
<p>Assemble community stakeholders within the “Advisory Committee” framework. Facilitate annual feedback/planning session.</p>	Continued	Continued
<p>Generate Annual Report and Host Annual CED Review Engagement for Town of Golden and CSRD Area A.</p>	Continued	Continued
<p>Support Town of Golden and CSRD Area A in Other CED Related Tasks as Necessary.</p>	Continued	Continued
	<p>Seek Funding Opportunities for a feasibility study and exploration of future uses for the Golden airport, <u>and/or</u> Year 2 priority CED project(s).</p>	Continued
	<p>Participate in preparations, planning, and support for an updated OCP, CSRD Area A Strategic Planning, and other community-based planning initiatives as appropriate.</p>	To Be Determined

Year 1 August 1, 2019 – July 31, 2020	Year 2 August 1, 2020 – July 31, 2021	Year 3 August 1, 2021 – July 31, 2022
	Explore and/or support initiatives that accentuate Golden and Area A’s sense of place such as community beautification, public space and active transportation enhancement, and neighbourhood connectivity opportunities.	Continued
	Develop and implement a strategic plan for CED projects that require external funding sources and/or support in obtaining the required funding.	Continued
		Year 3 CED Priority Project(s) as per the Economic Development Strategy.
		Planning for August 2022 – July 2025 and beyond.

Proposed Governance Model

Golden Community Social Services Coop has evolved into an integral institution in our community. Starting out as an innovative pilot-project rooted in the social sector, the Coop quickly grew to be responsive to community needs, encompass a vision of cross-sectoral collaboration to address community priorities, and act as a conduit of communication and action. Some of the Coop's strengths include being a high-functioning and efficient organization employing skilled and educated staff, and a Board of Directors consisting of representatives from long-standing community organizations who offer a wealth of knowledge, experience and passion for a vibrant Golden and CSRD Area A.

While the Coop Board of Directors will continue to guide the operations of the Coop, it is deemed appropriate that all stakeholder groups in the community have access to having their priorities heard and understood by the CED provider. In support of this open channel of communication, local government and the community at large can expect the Coop to approach the appropriate stakeholders when seeking local topic specific feedback. The Coop will also encourage community stake holders to have regular communication and updates with the Coop as necessary. In a formalized manner, the Coop will assemble a "CED Advisory Committee" that will formally meet on an annual basis to review the strategic vision and provide feedback on priorities and opportunities.

See Appendix A for a draft of the CED Advisory Committee roles and responsibilities to the proposed governance model.

GOLDEN COMMUNITY
SOCIAL SERVICES COOP



Community Economic Development Advisory Committee

Role of the Committee

The role of the Community Economic Development Committee (the Committee) is to provide guidance and advice from sector specific perspectives to the priorities and activities of the Golden and Area Community Economic Development (CED) function.

The Committee is not a decision-making authority. From time to time, the CED function may ask the Committee to steer decision making on specific matters on a need be basis.

The Committee will work collaboratively within the community to identify and address challenges and opportunities for CED in Golden and Area A. Committee members, community stakeholders, and the general public may bring ideas and opportunities to attention of the CED function, (the Coop) at any time throughout the year. The Committee, stakeholders, and the general public are welcome to submit agenda items for the regular Annual Committee Meetings.

The Committee will meet on an annual basis to review updates on CED activities, contribute feedback, and offer ideas and advice to the Coop's CED function. The Committee will be expected to discuss current priorities and provide their own perspectives while seeking solutions that best serve the broader community.

Committee members should expect to be contacted throughout the year by the Coop to respond to questions or matters that pertain to their sector or particular skill set. The Committee may be asked to voluntarily participate in other meetings, events, or activities on a need be basis.

Seats on the Committee

Seats on the committee are allocated in such a way as to ensure representation from key stakeholder groups.

Representatives sitting on the committee are asked to make a minimum of a two-year commitment to participate in the committee to ensure continuity in representing their sector. The Committee seats should be filled by a paid employee whenever possible.

Seat	Sector	Position Filled By (Tentative - draft model)
1	Business/Economic	KHCCC Manager
2	Environmental	Wildsight Golden Branch Manager
3	Cultural	KHC Executive Director
4	Social	Representative TBD
5	Tourism	Tourism Golden Executive Director
6	Local Food/Agriculture/Farmers Market	Representative TBD
7	Recreation	Representative TBD
8	Youth Member	Representative TBD
9	Health	Representative TBD

Role of Committee Members

- Committee members agree to offer guidance, advice and constructive feedback to the CED body on a need be basis.
- Committee members meet with the CED committee once annually where expectations include:
 - Committee member(s) will share sector or seat specific updates with the group.
 - Committee member(s) will openly receive updates from other sectors/seats.
 - Committee member(s) will contribute constructively to discussions on priorities, projects, and ideas.
 - Committee member(s) will be open to brainstorming, collaboration and being an ambassador for local CED.
 - Committee member(s) will contribute to a respectful group dynamic, be productive, accountable, and respect any points of confidentiality.
 - Committee member(s) will be solutions oriented, and act in the best interest of the community.
- Committee members who do not uphold the expectations agreed upon in this role description, or subsequent amendments to this agreement may be required to withdraw from their seat with written notice from the CED function.

Remuneration for Committee Work

While primarily a volunteer role, Committee Members are eligible to receive a \$100 stipend for attending the regular Annual Committee Meeting. Meetings will also include a complimentary meal. The Committee member and their respective organization will be responsible for determining if the attendee or the organization will receive the stipend.

No other Committee meetings or activities are eligible for a stipend.

Appendix B

EOF Project Expenses (Final Report)		Golden Community Social Services Coop			
April 1, 2016 through May 29, 2019	04/01/2016 to 03/31/2017	04/01/2017 to 03/31/2018	04/01/2018 to 03/31/2019	04/01/2019 to 05/29/2019	Expense Totals
Wages & Salaries	\$ 17,023.68	\$ 21,724.85	\$ 24,675.00	\$ 2,260.53	\$ 65,569.51
El Expense	\$ 434.40	\$ 450.41	\$ 485.57	\$ 53.87	\$ 1,424.25
CPP Expense	\$ 772.81	\$ 994.87	\$ 1,047.94	\$ 132.91	\$ 2,948.53
WCB Expense	\$ 43.08	\$ 65.65	\$ 74.35		\$ 183.08
Accounting & Legal	\$ 594.50	\$ 887.25	\$ 2,017.05		\$ 3,498.80
Business Fees & Licenses		\$ 181.46	\$ 40.00		\$ 221.46
Courier & Postage		\$ 5.71			\$ 5.71
Interest & Bank Charges	\$ 2.25	\$ 9.00	\$ 27.75	\$ 0.75	\$ 39.75
Office Supplies	\$ 605.34	\$ 208.10	\$ 32.91		\$ 846.35
Rent	\$ 1,720.00	\$ 2,520.00	\$ 630.00		\$ 4,870.00
Repair & Maintenance	\$ 205.00	\$ 16.74	\$ 5.81		\$ 227.55
Advertising & Promotion		\$ 164.77	\$ 485.30		\$ 650.07
Furnishings		\$ 5.25			\$ 5.25
Meeting Expense		\$ 202.19		\$ 8.15	\$ 210.34
Insurance		\$ 1,112.50			\$ 1,112.50
Misc. Expense		\$ 48.36	\$ 5.90		\$ 54.26
Professional Development		\$ 402.72	\$ 2,343.71		\$ 2,746.43
Telephone		\$ 292.50	\$ 195.00		\$ 487.50
Travel		\$ 888.75	\$ 1,304.88		\$ 2,193.63
Utilities	\$ 142.31	\$ 176.73	\$ 70.57		\$ 389.61
Program Costs	\$ 1,020.87				\$ 1,020.87
Totals:	\$ 22,564.24	\$ 30,357.81	\$ 33,441.74	\$ 2,341.66	\$ 88,705.45