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**REPORT TO PORT RENFREW LOCAL SERVICES COMMITTEE  
MEETING OF THURSDAY 19 NOVEMBER 2009**

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**SUBJECT PORT RENFREW COMMUNITY CENTRE 2010 HEAD LICENSE AGREEMENT  
EVALUATION OF EXPRESSIONS OF INTEREST**

**PURPOSE**

To present to the Port Renfrew Local Services Committee (PRLSC), information, alternatives and a recommendation regarding award of 2010 Head License at the Port Renfrew community centre.

**BACKGROUND**

The Port Renfrew community centre Head License agreement with the Port Renfrew Health and Social Services Society (PRHSSS) expired on 31 December 2008. In 2009, the PRLSC extended the agreement to the PRHSSS to provide community services at the community centre for the remainder of 2009. The extension was granted with prejudice. In August 2009, the Pacheedaht First Nation (PFN) requested an opportunity for tenancy at the community centre in 2010. Staff directed both the PFN and PRHSSS to submit proposals for consideration (Attachments 1 and 2).

Each proposal was evaluated using a weighted process, and a final value derived for each proposer (Attachment 3). A weighting process is used where one criteria has more importance, or weight, over another when considering the evaluation of a proposal. The three independent evaluations are unanimous that the Pacheedaht First Nation is the highest scoring proposer.

Both proposers are naming their primary funder as the Ministry of Children and Family Development.

**ALTERNATIVES**

1. That the Port Renfrew Local Services Committee receive this report and direct staff to enter into a Head License agreement with the Pacheedaht First Nation.
2. That the Port Renfrew Local Services Committee receive this report and direct staff to enter into a Head License agreement with Port Renfrew Health and Social Services Society.
3. That the Port Renfrew Local Services Committee receive this report and direct staff to create a template for both parties to create an effective partnership in the delivery of services to Port Renfrew.

**IMPLICATIONS**

1. The PFN have a vested interest in maintaining current services to the users of the centre, primarily PFN youth. The PFN lists staff who may be active in the delivery of programs and services to the community. PFN is confident that there is sufficient funding to support their proposal, which would therefore minimize financial risk to the community. The proposal suggests enhanced programming and services that would be offered at the centre, and a willingness to

**Port Renfrew Local Services Committee – 19 November 2009**

**Re: Port Renfrew Community Centre 2010 Tenancy: Expressions of Interest.**

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work with all parties involved to provide increased services to the greater Port Renfrew community.

2. PRHSSS has been operating the centre since 2006 with funding support from numerous agencies. 2009 sub-license rental income from Parks Canada provided \$9,000 to the PRHSSS, which should provide a 2010 carry forward budget surplus. The PRHSSS proposal lists a variety of assets, which include a television, the "Sunshine Coach", miscellaneous furniture, electronic games and a security system. Should the PRHSSS not have sufficient funds to support the centre, a financial imposition on the community may be likely.
3. The Capital Regional District (CRD) and PRLSC must be satisfied that the successful licensee has sufficient funding to support the centre's operation for 2010. If a partnership were created, operating costs could potentially be shared through the two proposer's combined funding. Ample staff would be available to operate the centre in the provision of social services and for the hours expected by the community. The major funder for both proposers remains the Ministry of Children and Family Development.

**SUMMARY**

As a condition of the 2006 Head License agreement, the CRD conducted a financial review of the PRHSSS's books prior to consideration of extension in 2009. PFN has declared that the Ministry of Children and Family Development's 2010 funding of \$41,640 will be forwarded directly to the band for administration and management of aboriginal and community services. The PRHSSS does bring assets to the table, which may leave the community centre lacking if not successful in retaining tenancy and if they choose to remove the assets from community employ. The PRHSSS lists a variety of other community services that are proposed in 2010, which could remain offered, regardless of whom is granted tenancy at the community centre. The majority of clients at the centre remain Pacheedaht youth. The three independent evaluations are unanimous in rating the PFN as the preferred candidate for tenancy at the community centre.

**RECOMMENDATION**

That the Port Renfrew Local Services Committee receive this report and direct staff to enter into a Head License agreement with the Pacheedaht First Nation.



Gary Plevin, ASCT  
Engineering Technician 5

GP:ls  
Attachments: 3



**Pacheedaht First Nation**

**350 Kalaid Street  
Port Renfrew, BC  
V0S 1K0**

**Phone: (250) 647-5521  
Fax: (250) 647-5561**

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October 26, 2009

Capital Regional District  
PO Box 1000, 625 Fisgard Street  
Victoria, BC  
V8W 2S6

Attention: Mr. Gary Pleven

Dear Mr. Pleven:

Please forward this proposal to the appropriate staff, for consideration to lease the Port Renfrew Community Center and provide community and social services to the greater Port Renfrew area.

The Pacheedaht First Nation is located adjacent to the community of Port Renfrew. For many years these two communities did not necessarily have a community relationship. During the last three years the two communities have come together in partnership and friendship to embark on joint capital projects; commit to jointly funding services such as fire protection and solid waste management. They will see the completion of a Community Fire Hall completed by December 31, 2009; along with the purchase of a new fire truck. The completion of this beautiful building is something that all can be proud of; it took a lot of work, collaboration and understanding.

Recently the Administrator and the Health Director for the Band met with representatives of the Ministry of Children and Families to discuss current and future funding for Aboriginal Programs. For 3-4 years the Ministry has provided funding to the Band for a Summer Camp and a Youth Program Coordinator in the amount of 41,638.92 per year; however the Band directed the Ministry to provide the funding for those programs directly to the PR Community Center and for the PRHSSS to manage these two contracts. The Ministry has informed us that they have now been directed to ensure that all Aboriginal Service Contracts are managed by an Aboriginal Band/Organization.

It is with this financial reality that we feel that it is appropriate for the Band to submit a proposal to manage the Community Center, as it is our opinion, that the PRHSSS will no longer be able to financially manage the costs associated with the Center without the above noted funding.

We note that the lease does not include an expectation of monthly rent however if it is deemed necessary we know that we could provide \$500.00 a month over and above the cost of utilities and general maintenance. It is our hope that this money is put into a fund that can be applied to repairs to the building that are over and above general maintenance.

We are also confident that the Bands capacity and professional development/growth will not only make them good tenants, but they will be great hosts to visitors to Port Renfrew. The programs and services will be conducted in a transparent and open manner.

Attached is a brief proposal; should this be considered we will gladly provide you with further information as requested. Please feel free to contact me at the office number which is 250-647-5521 or at my email address [dorothyh@pacheedaht.ca](mailto:dorothyh@pacheedaht.ca)

Sincerely,

Dorothy Hunt  
Band Administrator

cc: Chief and Council of the Pacheedaht First Nation

## **Introduction:**

As this is an expression of interest we have not put together a budget sheet for the overall Community Center as there are too many unknowns and these negotiations have not taken place. However we feel that it is important that the CRD understand that the PFN currently has the following programs, services and staffing:

- Band Administration: Band Manager: Dorothy Hunt  
Finance Manager: Joan McKinnon  
Payroll/Accts Payable Clerk: Dorothy Jones  
Receptionist: Jennifer Jones
- Health & Social Services Director of Health & S.S. Programs:  
Janine Gagnier  
Soc. Assistance: Colleen George  
Emp. & Training: Denise Chewka  
Youth Program: Addie Jack  
Counseling Services: Sharon Priest  
Suicide Prevention Prog: Carlson Charlie & Team
- Treaty Team: Chief Negotiator: Marvin McClurg  
Coordinator: Tracy Charlie
- Fisheries/Wildlife: Manager: Helen Dunn  
Guardian: Jeff Jones
- Forestry: Manager: Tom Jones  
Cultural Advisor: Stan Jones  
Field: Bob Matkin & Michael Charlie
- Education: Coordinator: Donna Jones  
Pre-school Adm: Connie Hoovey  
Pre-school Teacher: Francine Illien  
Practicum: Lenore Jones & Leona Jones  
Adult Ed: Provided through Westshore Learning  
Tutor: Debbie Tennant
- Maintenance: Community Maintenance: Dan Tennant  
Water Tech: Dan Tennant  
Trainees: Carlson Charlie & Les Jones

The Band also provides medical services to Pacheedaht and Port Renfrew by a Doctor that comes to our community twice a month to see patients; along with his medical team that consists of a Nurse Practitioner, a Speech Therapist and Dental Services. These services and others such as our Alcohol Anonymous meetings are utilized by members of PR and PFN.

The list above does not include our Summer Employment Opportunities. We provide the above information to give you an idea of the type of employment, funding and programs that we manage and the capacity that we are proud to have.

### **Programs to be held at the Community Center:**

The Summer Camp Program and the Youth Coordinators Position funding that is currently funded by Ministry of Families and is carried out from the Community Center will remain the same; we also anticipate that some of our other programs could be carried out at the Center such as:

- Healthy Babies
- Parenting Programs
- Youth Programs
- Crafts Night – including Cedar Bark Weaving
- Employment Training Programs/Workshops
- After School Homework Club
- Computer Lab

### **Partnerships and possible office use:**

- We understand that it was anticipated that the RCMP would rent an office from the Center although to date this has not happened. The PFN has a good working relationship with the RCMP and we would encourage them to have an office within the Center.
- The Band also works closely with Conservation employees; we would also encourage them to have meeting/office space in the center.
- Does the CRD see a need for office space and/or meeting space?

**Meeting Space Rentals:** We know that the following programs/agencies are always looking for meeting space and we would develop a process and fees to rent the board room to:

- Chief and Council & staff of the PFN
- Outside Band Partners and Project Professionals: Capital Project Professionals such as engineers, architects, contractors; Three Point Properties; Department of Indian and Northern Affairs officials; School District #62; and many others that come to the community to meet with PR and/or PFN.

**Hours of Operation and Staffing Levels:** We see the hours to either remain the same or be increased as programs are developed and implemented. We anticipate having a full-time Community Center Manager that will oversee all aspects of the Center and program staff to ensure that all activities are well planned, safe and well organized. We know that it is currently seen as an information center which we will gladly provide this service throughout our hours of operation.

**Benefits to the Community:** Should the PRHSSS not be financially able to operate the center in the up coming years we see that the PFN can through existing funding; we are also confident that we can develop new programs and obtain funding for these community programs; the community will have a say as to what programs they would like to see offered at the Center.

**Financial Information:** We know that the \$41,638.92 will continue to be allocated to the programs that the Ministry of Children and Families currently fund; we also have funding within our other programs that will be utilized as programs are reviewed and deemed suitable to be offered out of the Community Center. We will provide further financial information once the concept of the Bands involvement is confirmed.

**Closing Remarks:** If this proposal is something that both parties are interested in we would like to arrange for meetings that will see a transition process and plan put into place. We would like to know what assets the Society would be leaving for the new management to oversee and an accurate inventory recorded and agreed upon.

We would like to see the Community Center be welcoming, informative and well managed. We see the Center as a gathering place for all ages, with a variety of interests and provide unique programming. We look forward to continuing to develop a positive relationship between the residents of Port Renfrew and Pacheedaht and would not take over the responsibility without complete cooperation and support from all parties.

Submitted by: Dorothy Hunt  
Band Manager  
Pacheedaht First Nation  
General Delivery  
Port Renfrew, BC  
V0S 1K0  
  
250-647-5521  
  
dorothyh@pacheedaht.ca

**Attachment 2**

**PROPOSAL FOR THE COMMUNITY BUILDING IN PORT RENFREW FOR THE YEAR 2010**

Port Renfrew Health & Social Services Society  
Port Renfrew, BC  
250-647-0038/250-746-7725

Gary Pleven  
Simon Joslin  
Port Renfrew Local Services Committee  
C/o CRD  
Yates St. Victoria, BC

Dear Sirs, Director Hicks and Committee Members;

As you all know the PRHSSS has been offering services and programs to the community since 1998. Originally formed as a society in the 1990's the PRHSSS received status as a Charity on October 16, 2000. We have collaborated with S.D. #62, VIHA, Sooke Transition House, Ministry of Children & Families, Queen Alexandra Foundation, P.R. Chamber of Commerce, Industry Canada, Sooke Works, Services Canada, Variety Club and numerous other Societies and groups over the years.

In 2004 we applied for a BC Gaming grant to up- grade the Community Building as some members in the community had complained about mould smells and we did not want to endanger anyone, let alone children. We ended up spending over \$100,000 and still did not accomplish everything we had hoped to.

The cost to maintain the building is approximately \$9,100, the breakdown being:

Heat	6,000
Maintenance	1,500
Utilities (phone, cable TV, Internet)	1,600

Services we have been offering and propose to continue offering in 2010;

- Food Hamper pick-up and distribution
- St. Mary's Ecumenical Church administration
- Sunshine Coach/School Bus ownership and administration
- Summer Youth Program (eight weeks)
- Canada Day Celebrations
- Community Picnics
- Peer Helper Training (Mental Health)
- Free & by donation Store and clothing, book, video exchange
- Healthy snack sales
- Cable TV, Movie nights, & Wii Sport

From the Community Building, aka Recreation Centre;



## Attachment 2

Youth drop-in  
Youth Programs  
Cooking classes  
Visitor Information Services  
Public toilets  
Computer Access Site (all ages)  
Office Services (faxes, laminating, etc.)

The building has been open seven days a week with the hours geared to youth attendance, though all ages are welcome.

### List of assets:

Various games	500
Electronic & large games	4,000
TV	2,000
Security system	850
Furniture	3,000
Sunshine Coach	16,000
Half share of propane generator	5,000
Total asset worth	\$31,350

### Budget 2010

Income	
Bank interest	120
Sunshine Coach rental	4,500
Computer Access Site fundraising	3,750
Computer Access Site usage	250
Canada Day fundraising	1,800
Picnic fundraising	2,500
Donations (drop-box)	1,600
Chamber of Commerce	2,000
Sub-let office space	15,000
Snack sales	10,000
TELUS commissions	275
VIHA	7,500
Min C&F	26,000
Min C&F (summer prg)	15,000
<b>Total</b>	<b>90,295</b>

## Attachment 2

Expenses;	
Building maintenance	9,100
Wages	56,000
Administration	12,000
Sunshine Coach expenses	950
Canada Day celebration	1,800
Community Picnic	2,500
Fees & licence	25
Office supplies	1,000
Youth programs & program supplies	420
Resale items	4,000
Food hamper travel	780
<b>Total expenses</b>	<b>88,575</b>

We would like to see the Community Building securely established. We are volunteers who have seen the need for this building to be open and offering safe programs and drop-in for the community. We would be happy to partner with any organization that takes an interest in our people.

Thank-you for your time to read this proposal

-Caroline Griese  
Treasurer,  
Port Renfrew Health & Social Services Society  
250-746-7725  
250-647-0038

## Attachment 3

### Attachment 3:

#### Weighted Evaluation of Proposals: Port Renfrew Head License 2010

##### Rater #1: November 10/2009

PROPOSER	FUNDING 30	EXPENSES 10	SERVICES 30	HOURS 20	RENT 10	VALUE /1000
PFN	8 240	5 50	9 270	7 140	5 50	<b>750</b>
PRHSSS	6 180	6 60	7 210	5 100	0 0	<b>550</b>

##### Rater #2: November 10/2009

PROPOSER	FUNDING 30	EXPENSES 10	SERVICES 30	HOURS 20	RENT 10	VALUE /1000
PFN	6.75 202.5	5 50	7.25 217.5	8 160	5 50	<b>680</b>
PRHSSS	5 150	3.5 35	5.25 157.5	7 140	4 40	<b>522.5</b>

##### Rater #3: November 12/2009

PROPOSER	FUNDING 30	EXPENSES 10	SERVICES 30	HOURS 20	RENT 10	VALUE /1000
PFN	9 270	8 80	7 210	6 120	8 80	<b>760</b>
PRHSSS	5 150	3 30	5 150	6 120	1 10	<b>460</b>

#### Notes:

Each proposal was rated from 0 – 10 in the left portion of the box. 0 being the lowest and 10 being the highest for each of the listed categories; FUNDING, EXPENSES, SERVICES, HOURS and RENT.

The rating value was then multiplied by the corresponding weighting factor (i.e. FUNDING 30) and entered in the right side of the box as a weighted value.

The overall VALUE is the cumulative rating of all weighted, to a maximum value of 1000 points.

#### Conclusions:

**Of the three independent evaluations, PFN is unanimously considered the preferred candidate.**