

# City Staff Report

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Original signed by: City Manager Johnson

**Report Date:** November 29, 2021

**Meeting Date:** December 7, 2021

**To:** City Manager

**From:** Community Development Coordinator

**Subject:** NDIT Capacity Building, Grant Writing Support and Government Intern Grant Applications

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## Purpose

The purpose of this report is to gain Council's approval to submit applications to the following Northern Development Initiative Trust programs:

- Local Government Management Intern
- Economic Development Capacity Building
- Grant Writer Support

## Summary

The Economic Development Capacity Building, Grant Writing Support, and Local Government Management Intern are grants that the City of Quesnel applies to every year for annual funding.

## Recommendation

### Recommendation #1

THAT Quesnel City Council supports the application to Northern Development Initiative Trust for the \$50,000 Economic Development Capacity Building grant, from the Pine Beetle Recovery Account.

### Recommendation #2

THAT Quesnel City Council supports the application to the Northern Development Initiative Trust for the \$8,000 Grant Writing Support grant from the Cross Regional Account;

AND THAT Quesnel City Council approves the use of \$2,500 from the 2022 operating budget to cover the City's contribution.

### Recommendation #3

THAT Quesnel City Council supports the application to Northern Development Initiative Trust for a grant of up to \$35,000 to host an intern under the Local Government Management Intern Program from the Cariboo-Chilcotin/Lillooet Northern Development Regional Development Account;

AND THAT Quesnel City Council is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and exposure opportunities for an intern;

AND THAT Quesnel City Council approves the use of \$14,000 from the 2022 operating budget to cover the City's contribution.



## Financial Implications

	NDIT Contribution	City Contribution	Total Project Cost
Economic Development Capacity Building	\$50,000		\$50,000
Grant Writer Support	\$8,000	\$2,500	\$10,500
Local Government Management Intern	\$35,000	\$14,000	\$49,000
Total	\$93,000	\$16,500	\$109,500

## Background

Economic Development Capacity Building - This \$50,000 grant may be used towards any economic development activity, including staff salary. No cash contribution is required from the City of Quesnel for this grant.

Grant Writing Support - This grant provides up to \$8,000 to a maximum of 76% cost towards grant writing in either a contracted or staff position. The grant writer must complete grant applications for at least \$200,000, and/or spend at least 400 hours on grant writing. The City of Quesnel must contribute 24%, or \$2,500, towards the Grant Writer function. The grant writer supports communities by preparing funding applications to support economic development projects and initiatives.

Local Government Management Intern - This grant covers \$35,000 towards the intern's salary and professional development for a one-year term position. Local Government Management Interns add capacity to the City of Quesnel staff team.

## Concurrence

Manager of Economic Development and Tourism

Director of Corporate and Financial Services