



# BIGSTONE CREE NATION

## 2023 TRUST PROPOSAL

### APPLICATION

**PART A – Information About You**

Date: Jan 12, 2023

The following information is essential for approval and for **BCN Trust Administration** to contact you.

**Project Director:** Albert Gladue

**Treaty No:**

**Address:** P.O Box 510

**City/Town:** Wabasca

**Province:** Alberta

**Postal Code:** T0G 2K0

**Telephone Number:** 780-891-2072

**Cellular Phone:** 780-273-0570

**Fax Number:** N/A

**Email address:** albert.gladue@bigstone.ca

**Which Trust classification are you applying to access funding?**

**(Check off only one Trust Fund category, with amount requested for that category)**

Please note that all application submissions need to be in by

January 15, 2023 at 11:59 pm, no exceptions.

**(It is recommended to submit all proposals 5 business days prior to deadline)**

Bigstone Cree Nation Department

Members at Large/Committee

BCN Trust  Off-Reserve Members  Calling Lake  Chipewyan Lake  **Wabasca/Desmarais**

| <b>Mandatory (4)<br/>Team Members</b> | <b>Position on Team</b> | <b>Roles and<br/>Responsibilities</b> | <b>Signing<br/>Authority</b>        |
|---------------------------------------|-------------------------|---------------------------------------|-------------------------------------|
| Albert Gladue                         | Manger                  | Manages in office operations          | <input checked="" type="checkbox"/> |
| Brandon Gladue                        | Maintenance Supervisor  | Projects Coordinator                  | <input checked="" type="checkbox"/> |
| Tyrone Gullion                        | Property Manager        | Manages all rental properties         | <input checked="" type="checkbox"/> |

**Part B – Information About Your Project**



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#### **IMPORTANT**

Please note that this form is required for formal reviews of the project by the Trustees and Chief & Council and from time-to-time, Bigstone Cree Nation Members. It is also necessary if the Accountable Body is requested to make decisions that materially affect the project, including changes or modifications to the original plan. It is the responsibility of the Project Director to complete the form, assisted by the Project Team or Society/Committee.

#### **Executive Summary**

**Title of your proposal: OHA Maintenance Program (Wabasca Crew)**

#### **Project**

**Start Date:** \_\_\_July 2023\_\_\_\_\_ **Expected end date:** \_\_\_\_\_July 2024\_\_\_\_\_

#### **Executive Summary**

This Summary gives the reader a concise overview of the project’s purpose; the team’s research; progress; and process of the project. Summarize the importance of the project and its main objective.

Bigstone Housing is underfunded with the highest demand in our Nation, Membership requests are on going from Renovations to home maintenance and a back log for new housing requests. Our main objective is to bring up the housing stock and also eventually bring up the Living Standards to all the homes on Bigstone reserve..." committed to the pursuit of the highest quality of life for all its members"

#### **Description**

Describe the nature of the project, it’s overall goal and value to the Membership and to the Community. Be concise and brief without sacrificing the necessary details. Start your message with a brief introductory sentence followed by bullet points to highlight the purpose of the project.

The OHA Maintenance (Wabasca Crew) will complement the Housing Program to deal with on going Housing Crisis, Over the years our Employees get burnt out with the Nation housing because it is in such demand, with over 700 homes on the reserves. Managers and Employees get over whelmed with work load that leads to stress and quality of service becomes and issue.

- This proposal is made to help spread out the work load by hiring Certified Tradesman and Laborers to focus on the nations Home Maintenance and Renovation issues.
- By having more staff in our Housing department will help us give the members a better service and a have a better quality of work.
- Having Certified tradesmen on staff will also give opportunity for the youth to get into the trades of Carpentry, plumbing & Electrical.



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- Other specific tasks will also include working closely with our renovation programs using the Housing Policy as a guide and bringing the living standards up for our Nations Members.

#### **Goals of your proposal:**

You should provide data that describes relevant statistics and qualitative observations that outline the requisites of your project. Make it easy for the reader to understand why your project is important, how it is uniquely suited to address a specific challenge/barrier and how it will meet the needs of Membership and the Community.

With over 700 homes on the reserves in Wabasca Bigstone Housing gets roughly 800 – 1000 service calls a year included in service calls our maintenance team also assist with renovations that are minor or major. Using our workorder process we help Housing keep track of the type of service calls and any request the members have. In order to keep up with the demand of these services Housing needs to acquire funds from all available sources. The goal of this proposal is to spread out the work load by hiring personnel to focus on the specific tasks using the Housing Policy as a guide and bringing the living standards up for our Nations Members.

Target Timelines and outcomes for each Quarter (provide a brief summary):

#### July-September

During these months the maintenance team will have completed workorders assigned to them. Maintenance team will also start a plan for preventive maintenance for elder members homes.

#### October-December

Maintenance team will continue to complete assigned workorders. The preventive maintenance plan will be started to have as much elder members home ready for the winter months.

#### January-March

Maintenance team will continue to complete assigned workorders. An updated elder Preventive maintenance plan will be made to have any members home ready for spring.

#### April-June

Maintenance team will continue to complete assigned workorders. The updated elder preventive maintenance plan will be started.

\*Add additional sheets as needed

#### **Result:**

Having OHA Maintenance team go and completing workorders helps the keep the members homes up to a proper living condition. With a preventive maintenance plan that will help not only the elders but also give the members some responsibility into keeping their home safe from deterioration due to the elements of weather and to catch any repairs that are needed before they cause any damage to the members homes.



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**Evaluation Plan:** What results do you expect to achieve over the course of the project? How will you know when the project is completed that your goals and objectives have been met?

The results we expect to achieve from this project is to bring up the level of standards and service to the Nation. The evaluations and the results for this plan will be on going and noted on the progress reports. Notable results will be seen when the list for renovations and service calls get shorter and more members start taking responsibility in keeping up with maintenance of there home.

**List the resources needed for the project:**

Describe the manpower, tools and resources being utilized to achieve the goals of the project.

- Briefly describe the activities and methods you/your team will employ to achieve your goals and objectives.
1. Certified Plumbers, Electricians, Carpenters will work with all projects administered by the department also supervise and train maintenance staff on all jobs

Which departments will oversee specific aspects of the plan and what programs or information are they using?

- What results do you expect to achieve?
  - What criteria will you be using to measure success?
1. This proposal is submitted by OHA and will be administered by OHA housing, results we expect to see is the standards of living to go up and the level of service to go up for the betterment of the Nation.
  2. Goals will be set up on what level of service we are aiming for and work order system will be enforced to capture the feed back from clients on service provided.

Will you be subcontracting out? Briefly describe who, when, where, why and how?

The reader should be able to understand who manages certain deliverable.

1. No, these services laid out on this proposal will all be capacity building for the department, none of these services will be contracted out.

\*Additional sheets as needed

**Project End Evaluation by the Administrator:**

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Indicate below which category your proposal request fall under:

- Community Development \*\*
- Health Care
- Education and Training
- Elder Care
- Infrastructure improvement
- Preserving culture and language activities
- Community activities
- Economic development
- Cultural enrichment
- Protection of aboriginal identity and Treaty Right

\*\*If you have chosen *Community Development*, which additional categories does your proposal request fall under?

- Improve health and well-being (emotional, physical, mental, spiritual)
- Benefits from improving awareness of culture, traditions, identity
- Networking-building relationships with the community and outside the community
- Creating temporary jobs
- Occupational training and development of infrastructure
- Opportunity for creating greater economic independence

What research and/or studies have you/your team completed to determine the requirements of membership or the community, that this proposal will provide?

Housing assessments done in 2017/2018 gave the department the insight as to where the Nations housing stock was at in regards to health and safety. A lot of the homes on the reserves were in need of repairs and maintenance.

\*Add additional sheets as needed

### Projected Budget

How much money are you/your team requesting with this proposal? \$400,000.00

Have you included a Cash Flow budget? Yes  No

If you checked off “no” please explain why you didn’t submit a Cash Flow budget?

|                        |                          |  |
|------------------------|--------------------------|--|
| Trust Dollars, Budget, | Wabasca Maintenance Crew |  |
|------------------------|--------------------------|--|



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| BUDGET 2023/2024          |     |     |     |     |       |       |     |      |      |     |      |     |                |
|---------------------------|-----|-----|-----|-----|-------|-------|-----|------|------|-----|------|-----|----------------|
| REVENUE                   | NOV | DEC | JAN | FEB | MARCH | APRIL | MAY | JUNE | JULY | AUG | SEPT | OCT | TOTAL          |
| BCN Trust                 |     |     |     |     |       |       |     |      |      |     |      |     | \$400,000.00   |
| <b>TOTAL REVENUE</b>      |     |     |     |     |       |       |     |      |      |     |      |     | <b>400,000</b> |
|                           |     |     |     |     |       |       |     |      |      |     |      |     |                |
| EXPENDITURES              | NOV | DEC | JAN | FEB | MARCH | APRIL | MAY | JUNE | JULY | AUG | SEPT | OCT | TOTAL          |
| Material & Supplies       |     |     |     |     |       |       |     |      |      |     |      |     | 100,000        |
| Labour                    |     |     |     |     |       |       |     |      |      |     |      |     | 300,000        |
| <b>TOTAL EXPENDITURES</b> |     |     |     |     |       |       |     |      |      |     |      |     | <b>400,000</b> |
|                           |     |     |     |     |       |       |     |      |      |     |      |     |                |

\*Add additional sheet as needed

Bank account information attached? Yes  No

Have you/your team approached any other funding agencies prior to approaching BCN Trusts? Yes  No

If you checked off “yes”, please provide the details of the request, what amount was negotiated and what amount was approved. If the request was denied, please explain why it was denied.

\*Add additional sheets as needed

Is the funding request from BCN Trusts to be used with any other funding source(s) or partner(s)? Yes  No

If you checked off “yes”, identify the funding source or partner:

What is the % breakdown of funding from other source(s) or partner(s)?



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|       |   |       |
|-------|---|-------|
| _____ | % | _____ |
| _____ | % | _____ |
| _____ | % | _____ |

### Quarterly Report

If you/your team do not submit the first (1<sup>st</sup>) quarterly report within the first three (3) months of starting the project and subsequent quarterly reports thereafter until the conclusion of the project, your funds may be suspended indefinitely at the phase, the delinquency had been committed.

### Definition

Quarterly means every three (3) months.

### Summary/Evaluation Report:

It is equally important to submit the final Summary/Evaluation report at the end of the project.

### **IMPORTANT to KNOW**

BCN Trusts will no longer tolerate negligence, procrastination, and non-compliance.

1. The consequence for irresponsible acts of postponement, may be a “rejected proposal” by the Trustees and Chief & Council because of non-performance.
2. It is equally important to RETURN assets (property/equipment etc.) back to Bigstone Cree Nation when such items are purchased with BCN Trust funding, at the end, of the project.
3. Trust Administrator will conduct a Project End Evaluation Report.

When the Project Director undertakes to coordinate a project, it is his/her responsibility to comply with the requirements of the program and to ensure that his/her Team conforms.

BCN Trusts is responsible to Membership, the Trustees and to Chief & Council.

**OHA Manager Albert Gladue**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature



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Incomplete applications will not be accepted.