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President's Report September 2011

This year has been another year of fantastic growth for the NCES in the community of Revelstoke. To review:

The North Columbia Environmental Society's Constitutional goals are to:

- Promote the conservation, preservation, & restoration of the natural environment in the North Columbia region.
- Increase community awareness and participation to ensure that environmental health is recognized as essential for community well-being.
- Establish a unified voice for environmental issues.
- Find and share information about environmental issues of concern to North Columbia residents.
- Look for the common causes of environmental and social concerns and involve others in addressing them.
- Assist in developing strategies for ecological, social, and economic stability.
- Represent the environmental interests of the community and the surrounding ecosystem.

Board of Directors Elected September 2010:

Hailey Ross, President

Jim Maitre, Director at Large

Alice Weber, Vice President

Carol Prince*, Director at Large

Sarah Newton, Secretary

Heather Lea**, Director at Large

Jody Lownds, Treasurer

* Carol Prince stepped down from the Board due to limited time available to fulfill board responsibilities.

** Heather Lea stepped down from her board position to pursue educational opportunities outside the City of Revelstoke.

The following directors were nominated to fill vacant director positions:

Laura Stovel, Director at Large, nominated February 2011

Mike Watson, Director at Large, nominated January 2011

Members

54 paid members (2 honorary, 2 business, 1 NGO, 14 families, 35 individuals)

A note on membership:

In this last term the NCES did not engage on any formal membership drives or extra efforts to ensure membership renewal. For this reason, our membership is significantly lower than it could have been.

An additional 80+ past members still expressed the wish to stay on our emailing lists. At least 20 of these past members remain active volunteers for the NCES. It is likely that there is actually a misunderstanding around the issue of NCES membership (i.e., that membership is annual).

These issues have been discussed and plans to increase the NCES membership base are in place for the next term.

Sub Committees

Independent Power Projects, Revelstoke Mountain Resort (not active), Shelter Bay, Water Usage (not active), Community Garden, and Mountain Caribou.

Meetings

Monthly general meetings and board meetings, as needed committee meetings, AGM.

Major Shifts or Changes

There has been much discussion over this term about the need to increase NCES's governance capacity. This discussion has arisen from the concern too much of the workload associated with the NCES's management and public outreach activities has fallen on the shoulders of just a few dedicated and productive members (namely, Sarah Newton in her previous presidential term of

three years, and then myself for this last term.) The goal of these discussions was to develop a plan to spread out the responsibilities and associated workload to address issues of director and volunteer burnout.

These discussions have led to a re-writing of the director responsibilities so that each director position comes with a specific set of responsibilities. These job descriptions are attached in the Appendix I.

Major Achievements / Events

Environmental Education Projects funded by the CBT (\$10,000)

Three contractors were hired to oversee and facilitate the following list projects and events. Michael Morris as the project supervisor, Tara Johnson as the environmental educator in the schools, and Hailey Ross as the event coordinator.

A note re: Hailey Ross's dual role as contractor and president:

Hailey Ross was hired for these contracts prior to being elected as president of the NCES. Conflicts of interests in relation to this dual role were discussed extensively by the board of the NCES, and thus treated cautiously. Hailey Ross abstained from any decisions regarding these contracts so as to limit any conflict of interest issues.

- **SD 19 schools: Water Quality & Water Shed Awareness.** Contractor Tara Johnson visited 24 elementary classes and to classes in Revelstoke Secondary. All teachers were left with materials providing them with follow-up activities and curriculum connections. A feature article on the work was presented in *The Current*, and public outreach raising awareness of these issues took place addressing via a booth set up during the Chickadee Nature Festival.
- **Green Business Awards:** Times Review newspaper column written by contractor Hailey Ross. Six awards to local businesses who showed initiative in solid waste reduction, environmental sustainability, and environmental leadership. Businesses included: Suzanne Spizani Designs, Legends & Heros, Sangha Bean, Carolyne Lorraine (ReMax), the thrift stores (Hospital Auxillary & St. Peters), and Kelly's Bobcat.
- **Harvest Palooza: a fall food security festival.** Contractor Hailey Ross started the first of what we hope will be many Harvest Palooza celebrations. Approximately 120 people attended took part in festivities and took home information on food preservation, local foods, the history of agriculture in Revelstoke, membership info for the community garden, and how to compost. *Educational focus:* food security. *Location:* United Church on a Saturday afternoon. *Demographic targeted:* families. *Volunteer hours contributed:* 70. *In-kind donations:* \$230. *Partner organizations:* Revelstoke Museum & Revelstoke United Church. *Media coverage:* extensive local coverage. October 2010.
- **Mountain Culture & Our Environment.** Contractor Hailey Ross organized this event meant to raise awareness of climate change in a creative and non-depressing manner. This was a multi-media evening of fun, folklore & environmental speak that brought climate change issues to light. *Educational focus:* climate change. *Location:* Big Eddy Pub. *Demographic targeted:* winter sporting crowd. *Volunteer hours contributed:* 75. *In-kind*

donations: \$1393. *Partner Organizations:* with Reved, Kootenay Mountain Culture Magazine, Revelstoke Mountain Resort, Canadian Avalanche Centre. *Media coverage:* extensive local coverage. *Attendance:* 120-130 February 2011.

- **Wolverine Wild: Douglas Chadwick & John Bergenski.** Contractor hailey Ross partnered with Wildsight to host two rather famous conservationists who addressed the need for landscape-scale conservation in our region. Chadwick promoted his new book, and shared related National Geographic published photographs of the wolverines in question. *Educational focus: climate change and landscape conservation. Location:* Community Centre. *Demographic targeted:* community at large. *Volunteer hours contributed:* 9. *Media Coverage:* extensive media coverage in the Times Review. *Attendance:* 115. February 2011.
- **Save Our Snowpack: Jocelyn Hirose's research on the Illecillewaet Glacier.** Contractor Hailey Ross partnered with Wildsight on this speaking tour to bring masters student Hirose to Revelstoke. She shared the preliminary results of her glaciology research telling of the effects of climate change on our local glaciers and our watershed. Screening of creative film piece by Francois Desrosiers highlighting local water resources and water-related play time. This event corresponded with National Water Week. *Educational focus: climate change. Partner Organizations: Wildsight. Location:* Senior's Centre. *Demographic targeted:* community at large *volunteer hours contributed: 0. Media Coverage:* good coverage in the Times Review. *Attendance:* 38ppl. March 2011.
- **Bees & Seeds: a bee workshop and seed exchange.** This event was organized in honour of Earth Week. Native bee specialist Lynn Westcott was hired to give a workshop meant to help Revelstokians to understand our local bee species, their importance, their needs, and ways we can help these pollinators. An informative talk on native bees was followed up by demonstrations on how to hand-build various bee nests - participants had the opportunity to build their own tube-nests. *Educational focus: food security and climate change. Demographic Targeted:* general public. *Media coverage:* great coverage on both major newspapers. *Attendance:* 120. *Volunteer hours contributed:* 30. April 2011.
- **Chickadee Nature Festival: Plant a Vegetable, examine our watershed & WIN a rain barrel!** At this Friends' of Mount Revelstoke event, contractors Tara Johnson and Hailey Ross invited children to plant a vegetable at the Downtown Community Garden, and presented the Columbia Basin water model. At the water-awareness table people discovered great prizes (such as a rain barrel) and interesting tid-bits of information about the local water treatment plant. May 2011.
- **Great Bike Give-Away II: Bike to Work Week.** Seven bikes fixed and given away to interested community members who demonstrated the need for a bike and a commitment to sustainability. *Educational focus:* sustainable transportation and climate change. *Partner organizations:* FLOWT. *Location:* Downtown during the Chickadee Nature Festival, and during Bike to Work Week. *Demographic targeted:* general public *Volunteer hours contributed: 100 In-kind donations:* a large donation of time and resources from FLOWT *Media Coverage:* excellent coverage in the Times Review, and The Current

- **Screen Smart Nature Scavenger Hunt:** Partnered with Parks Canada on a scavenger hunt and geocaching event. *Location:* Behind the railway museum. *Demographic targeted:* children and youth. *Volunteer hours contributed:* 5 *Participants:* approx. 20 kids

All other NCES Events (non-CBT funded):

- Continued management of **Downtown Community Garden** in conjunction with the Revelstoke United Church. Funding for garden maintenance and a series of garden-related educational programming came from the CBT and The New Horizons grants. A garden co-ordinator was hired to assist plot holders and ensure food bank donations. We have 18 plot holders, which include a mix of new and returning gardeners. These plot holders include members of the public, and a mix of public and business organizations such as: the RSS Special Education Class, Kid's United Youth Group, and the Modern Bakery. Produce was used by plot holders and donated to the Revelstoke Food Bank continued. May 2010 to present.
- Screening of the film **PLAY AGAIN** at the Roxie theatre, presented as the finale event for Screen Smart 2011. Event took at the Roxie theatre and was 100% volunteer run. Film raised awareness of the increased time today's youth spend in front of screens and the associated detriments of this phenomenon. *Volunteer hours:* 25. May 2011.
- Hosted another **CSRD Hazardous Waste Event**. These events are always busy, and provide excellent PR opportunities for the NCES. Carmen Fennel from the CSRD is happy for our continual support of this event. *Volunteer hours:* 30 October 2010.
- **Growing in Revelstoke: Times Review newspaper column.** This article series came from a partnership formed with the United Church on a New Horizons Grant. Written by contractor Hailey Ross, this column contributes to a joint project between the NCES and the United Church aimed at increasing the sustainable production of local food and intergenerational knowledge sharing. Five articles were written.
- **Garden Guru Series: Garden and Food Preservation Workshops:** Coordinated by Alice Weber and Hailey Ross, this workshop series identified local "experts" in gardening and food-preservation techniques to facilitate workshops on these topics. A total of 14 workshops were in this series. The series has been very successful as demonstrated by great attendance, a diverse demographic appeal, community praise, and generous community donations of time and resources.
- **Midsummer Night's Green:** a fundraiser for the community garden organized by Laura Gallagher and Hailey Ross. Event featured fresh, local appetizers donated from local businesses, organic BC wine, live music, and beautiful décor. Event took place on the patio of the Village Idiot who were very helpful, and supportive. This evening was an incredible success and earned us approx \$980. Aug 2011.

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Current Issues of that the NCES is pursuing:

- Food security of Revelstoke*
- Sustainable transportation*
- Climate change adaptation*
- Cosmetic Pesticide Bylaw (complete)
- Endangered Mountain Caribou
- Independent Power Projects
- Columbia River Usage
- Shelter Bay Development

* These were the primary issues addressed in the CBT-funded environmental education project.

Municipal & District involvement (NCES members sit on the following committees)

- City of Revelstoke: Solid Waste Management, Liquid Waste, OCP Steering, Community Development Action Plan Steering, Advisory Planning Commission, Environmental Advisory Committee, and Transportation Committee
- Columbia Shuswap Regional District: Solid Waste Advisory Committee
- Provincial and Regional: Columbia River Drawdown Zone Advisory Committee, Mountain Caribou Project, Wildfire Protection.

Funding Sources:

- \$1500 from the Credit Union
- \$1000 from the United Church for the Community Garden
- \$10,000 from CBT (\$1234 of which went towards Community Garden projects)
- \$2000 from anonymous donor
- \$ Annual membership dues
- ? cash donations (i.e., from events)

In Kind Donations:

Thanks to NCES contractor efforts and a very giving community, we received approximately \$4000 worth of in-kind donations this year.

Volunteer Hours:

For contracted events, approximately 500 hours were donated from the community towards the running of these associated activities. For all other events, meetings attended, and activities undergone towards meeting NCES goals in the community, a minimum of 1000 hours volunteer hours were contributed. The ability of the NCES to mobilize Revelstoke citizens is well known and admired in the community.

Personal Remarks:

Over this last year I have been honoured to hold the president's position of this outstanding organization and the community of members it represents. I have been, and continue to be inspired by the environmental ethics our members live, stand up for, and work towards. The energy that has been demonstrated for our projects in town has been nothing incredible, and points to a positive future for our organization's place in this community.

While I am honoured, and humbled by the support I have received from the community and the board of directors in my presidency, I will be stepping down from this post. I thank the board of directors for their understanding of this choice, as I look to my future and aim to secure financially sustainable work in this community.

Sincerely,

Hailey Ross, President

North Columbia Environmental Society

Revelstoke BC, September 22, 2011

Appendix I

Responsibilities of Individual Directors

- Be loyal to the NCES and its membership and make judgments and decisions based on the best interest of the NCES.
- Avoid conflict of interest.
- Deal with the public, members and each other in a fair, ethical and professional manner
- Maintain confidentiality of board business
- Speak positively of the NCES to the public, act as an ambassador, and encourage memberships.
- Recognize that the board President (or express designate) is the spokesperson for the board and the NCES.
- Become familiar with the constitution and bylaws of the NCES.
- Be informed about the NCES's mission, policies, and programs/projects.
- Prepare for, attend and actively participate in the majority of meetings of the board.
- Participate in major NCES events
- Serve on committees or task forces and offer to take on special assignments.
- Keep up-to-date on local environmental issues
- Assist the board in carrying out its financial responsibilities, such as reviewing the quarterly and annual financial statements
- Be involved in fundraising
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the NCES
- Be involved in Strategic Planning, including preparing an annual budget and work plan, including deliverables and evaluation criteria.
- Mentor at least one member in a shared area of interest, preferably related to your role on the board, with a view to membership engagement and succession planning.

President

The President will:

- Provide leadership to the board of directors and ensure their effective action in meeting the 5 “Board Responsibilities” (see original Role of the Board doc):
 - o Establish the purpose, mission, vision and direction of the NCES;
 - o Ensure the financial health of the NCES;
 - o Ensure the NCES has sufficient and appropriate human resources;
 - o Direct organizational operations; and
 - o Ensure effective community relations.
- Meet the “Responsibilities of Individual Directors” identified above.
- Preside at all meetings of the society and of the directors. Call special meetings if necessary. Keep discussion timely, fair, orderly and thorough but also efficient and to the point.
- Act as the spokesman for the board and the NCES and promote the organization's purpose in the community.
- Serve as ex-officio member of all committees.

- Provide leadership to the Board of Directors and ensure board resolutions are carried out.
- Appoint all committee chairs and recommend who will serve on committees.
- Work with the nominating committee to recruit new board members.
- Conduct new board member orientation.
- Periodically consult with board members on their roles and help them assess their performance
- Evaluate annually the performance of the NCES in achieving its mission and prepare an annual report to the members to be presented at the Annual General Meeting.
- Act as one of the signing officers for cheques and other documents, such as contracts and grant applications.
- Perform other responsibilities assigned by the board.

Note: The President should be an experienced board member who has been with the organization for a while.

Vice-President

The Vice-President will:

- Understand the responsibilities of the President and be able to perform these duties during the President's absence.
- Meet the "Responsibilities of Individual Directors" identified above.
- Participate as a vital part of the board leadership and keep informed on key issues.
- Be responsible for sharing the tasks of providing information to new board members, in particular the new Vice-President.
- Attend all board meetings
- Serve on the executive committee and chair at least one major committee
- Carry out special assignments and other responsibilities as assigned by the board
- Act as a signing officer for cheques and other documents
- Prepare Agenda for Board and General Meetings
- With a view to succession planning, assist with specified presidential tasks.
- Facilitate the board in Strategic Planning Sessions that include preparing an annual budget and work plan, including deliverables and evaluation criteria.

Secretary

The Secretary will:

- Meet the "Responsibilities of Individual Directors" identified above.
- Be responsible for all incoming written and electronic communications to the NCES, including checking the mailbox once per week. Direct incoming communications to the appropriate Board Member for response. Ensure a copy of all incoming and outgoing correspondence is retained by the society.
- Book location, date and time for Board and General meetings
- Send out email notifications (including Agenda, date, time and place) to the board and members regarding Board Meetings and General Meetings, respectively
- Attend all board meetings and when the President and Vice-President are absent, act as meeting chair until the election of an alternate chair.
- Keep accurate minutes of meetings and record all motions and decisions.
- Keep copies of minutes of all meetings of the society and directors. Ensure they are distributed to all directors shortly after each meeting, and made available to

members.

- Keep a record of board attendance at meetings and ensure there is a quorum.
- Keep a record of board members and committees. Send updates to the Director at Large – Communications.
- Have custody of all records and documents of the society except those required to be kept by the Treasurer.
- Be sufficiently familiar with legal documents (by-laws, constitution, insurance, etc.) to note applicability during meetings.
- Keep a master copy of the board manual up-to-date including a copy of the bylaws with amendments properly entered.
- Sign official documents of the organization as required.
- File the annual return, amendments to the bylaws and other incorporating documents with the Corporate Registry.
- Orient the new Secretary.
- Carry out special assignments and other responsibilities as assigned by the board.

Treasurer

The Treasurer will:

- Meet the “Responsibilities of Individual Directors” identified above.
- Serve as financial officer of the NCES and manage the board’s review of an action related to the board’s financial responsibilities.
- Receive and disburse funds in the name of the NCES as directed by the Board and in accordance with financial policy and procedures.
- Keep financial records up to date; including a full and accurate account of all organization receipts and disbursements.
- Retain all historical financial records as required by law.
- Act as signing officer, with another officer for cheques and other documents.
- Ensure that appropriate financial reports are made available to the board on a timely basis. Report at least quarterly to the board on key financial events, trends, concerns and assessment of fiscal health.
- Prepare the annual financial report and present it to the Annual General Meeting for approval.
- As required submit Charity Return, Workman’s Compensation Board (WCB), Unemployment Insurance Commission (UIC), Canada Pension Plan (CPP), and Income Tax payments.
- File all necessary financial reports.
- Ensure compliance of the board with financial policies and procedures.
- Orient the new treasurer
- Carry out special assignments and other responsibilities as assigned by the board.

Director at Large – Memberships

The Director at Large in charge of Memberships will:

- Meet the “Responsibilities of Individual Directors” identified above.
- Maintain an up to date register of members, including the status of their dues and their volunteer interests and skills.
- Update email mailing lists.
- Manage the membership application, approval and renewal process.
- Coordinate membership drives in conjunction with community and NCES events.

- Active recruitment of members for specific tasks.

Director at Large – Communications

The Director at Large in charge of Communications will:

- Meet the “Responsibilities of Individual Directors” identified above.
- Be responsible for outgoing written and electronic communications responding to general inquiries or other requests that do not fall under any other board member’s responsibilities (or, where appropriate, direct to the appropriate Board member for a response)
- Maintain and update Website and Facebook pages (including, but not limited to Current list of BOD and Committees, Current and Past Events, etc)
- Post announcements regarding upcoming meetings, special events, etc. on the NCES Facebook page and NCES Website
- Newsletter and Media Relations, including promoting the organization’s purpose to the media.

Director at Large – Fundraising

The Director at Large in charge of Fundraising will:

- Meet the “Responsibilities of Individual Directors” identified above.
- Play a leading role in supporting fundraising activities.
- Coordinate interested volunteers in preparing funding proposals and grant applications, and organizing fundraisers.
- Create an annual list of key grant applications, including deadlines and overall plan.
- Maintain a database of all past grant applications, including successful and unsuccessful applications, deadlines, etc.

Director at Large – Past President

The Past President will:

- Meet the “Responsibilities of Individual Directors” identified above.
- Stay abreast with key issues that were paramount during their Presidency, and educate the current President and Vice-President about those issues. Maintain key relationships.
- Actively connect new board members with people that have been strong volunteers and supporters during their term.
- Assist new board in networking and creating ties with relevant organizations and individuals (ex. email introductions to key individuals, etc.)