

Gwaii Trust Society

Arts Committee Orientation Manual

Reference Tool for New Members
Revised June 4 2015

2015

Introduction

Welcome to the Gwaii Trust Society, we look forward to you joining our team and on the arts committee. This document is used as a quick reference and training tool.

History

Where it all Began

In 1985, the political standoff at Lyell Island brought worldwide attention to the Gwaii Haanas issues of the land title dispute, the environment and economic matters. In 1988, Canada designated the area a National Park Reserve. In 1987, the Haida Nation designated the area a Haida Heritage Site.

Representatives of the Council of the Haida Nation (CHN) and the Residents Planning Advisory Committee (RPAC) established an Accord on a Community Development Fund. In spite of legislative hostilities and other societal encumbrances to cross-cultural understanding, and after years of difficult work, the results evolved into the Gwaii Trust Interim Planning Society (GTIPS).

The GTIPS was established in accordance with the Society Act of British Columbia in November 1991. Its purpose was to develop a permanent model for a locally controlled, interest- generating fund. The Gwaii Trust Society would be founded on principles to achieving a sustainable “Islands community”.

The Gwaii Trust Society was formed in September 1994 to operate the perpetual Trust Fund, and the GTIPS was dissolved as a society.

In January 2012, The Gwaii Trust Society formed the Gwaii Trust Society Youth Board of Directors which is a mirror of the Gwaii Trust Society.

The Gwaii Trust has been funding initiatives on Haida Gwaii since 1994. During this time the Islands have witnessed many changes, politically, economically, and demographically. Today the Islands are home to roughly 4,700 inhabitants. Spread along Hwy.16, the 130 km spine of Haida Gwaii, the balance of peoples reside in the seven major communities: starting in the South and working North they are; Sandspit, Village of Queen Charlotte, Skidegate, Tlell, Port Clements, Masset, and Old Massett Village.

Our Mission

The Gwaii Trust will enhance environmentally sustainable social and economic benefits to Haida Gwaii through the use of the fund.

Our Vision

The Gwaii Trust will advocate and support an Islands community characterized by respect for cultural diversity, the environment, and a sustainable and increasingly self-sufficient economy.

Values and Beliefs

The Gwaii Trust Society values and believes in:

- fairness and equity;
- effective communication;
- willingness to change;
- building and demonstrating trust;
- a holistic approach to a healthy Islands community;
- consensus decision-making;

- a Trust Fund in perpetuity;
- credibility;
- collaborative problem solving.

Gwaii Trust Principles

In delivering its business plan, the Gwaii Trust Society will:

- communicate effectively with Island communities;
- follow the constitution and bylaws;
- provide effective guidance to communities on proposal preparation,
- maintain a strong financial management plan that respects its investment policy and is reviewed on a regular basis,
- encourage all Islands participation in the Gwaii Trust and its programs;
- set consistent criteria for each program;
- be guided by principles of fairness and equity;
- emphasize programs that will lead to the vision of an Islands community;
- follow policies and criteria developed by the Board of Directors;
- listen to and consider public input;
- not replace or duplicate existing government programs;
- encourage partnering with existing programs or agencies to maximize benefit to the Islands Communities;
- continue to refine its programs and operations;
- attempt to maximize the available funding.

Legal Status

The Gwaii Trust Society is registered as a not for profit Society to maximize tax exemption for the Trust.

Gwaii Trust Constitution & By-laws

The Gwaii Trust Society Bylaws and Policies could be found on the Gwaii Trust website at www.gwaiitrust.com Bylaws are the governing document of the board, and policies provide guidance to board, committees and staff.

GWAII TRUST SOCIETY CONSTITUTION: to carry out activities beneficial to the communities (collectively, the “Community”) of the archipelago of Haida Gwaii also known as the Haida Gwaii (the “Islands”) through:

1. accepting funds from any donor, grantor or contributor;
2. assisting in promoting the cultural and economic health of the Community;
3. assisting in promoting the making of decisions by the
4. Community that affect the economy and culture of the Community;
5. assisting in developing strategies to promote the well-being of the Community;
6. fostering the spirit of cooperating, cultural understanding and trust by promoting the concept of the Islands as the Community;
7. stimulating employment in the Community **through improvements in Islands** infrastructure;
8. making the Community a better place to live through improvement of the islands’ infrastructure and thereby making the Islands a more **desirable place to visit and to do** business;
9. assisting in the promotion of education and artistic expression in the Community;
10. providing for research into the land and marine ecosystems and archaeology of the Islands;
11. providing for conserving and sustaining the **land and marine ecosystems and** archaeological sites of the Islands;
12. providing for research into planning and implementation of **strategies for a long-term** sustainable economy for the Community; and
13. providing, where appropriate, local municipal services in lieu of a municipality doing so;

The following is a brief description of the Gwaii Trust Arts Committee Structure.

Policies and Procedures

The Arts Committee is responsible for recommendations to the Gwaii Trust Board on all matters pertaining to; arts policies, procedures and project approvals under the Arts program. The arts committee consists of 9 members: 2 Gwaii Trust members, 1 youth member and 6 public peers.

The arts program funds workshops, mentorships, apprenticeships, exhibitions, art education programs, collaborations and individual artist projects.

Budgets are set annually. The arts committee hosts 4 meetings per year which includes allocations, strategic planning and orientation meetings.

The Arts Committee review team will review current policies as it pertains to the Arts Program, and recommend any new policies, or modifications to current policies for Board consideration and approval.

Terms:

There are 3-year terms for each member and public members can serve a second consecutive term at the pleasure of the committee. The Gwaii Trust is a consensus board as are the committees and the committee members are appointed after the AGM each year.

Access to the website arts discussion page:

The Arts discussion page is a link that contains all the arts program and committee documents, meeting dates, meeting material, minutes, applications, etc.

1. Go to www.gwaiitrust.com
2. Click on the search bar and enter login
3. Click on the arts discussion page
4. Enter your Username and Password

Arts committee quorum:

The arts committee quorum consists of a maximum of 8 members plus a chair and minimum of 4 members plus a chair to form a quorum for a meeting. Once the committee has voted on the application or requesting amendments to the program criteria or polices a recommendations will created and forwarded to the regular board for final approval.

Arts workshop component quorum:

If the application is not included with the other applications at an allocation round, staff will forward an email requesting to participate in a doodle poll. Response time is within 5 days after the application notice has been sent out and required quorum is a minimum of 2 arts committee members voting.

Advertisements:

Post vacant seats, call for proposals, events. Advertisements will be posted in the Haida Gwaii Observer, HG Trader, CHN website community bulletin boards *arts websites* and GT website.

Applicants for committee membership:

Are requested to fill out the questionnaire, include a letter of interest and send it to either office.

1. Have you reviewed the Gwaii Trust website content/ orientation packages pertaining to the Art Program?

2. What do you like and/or dislike about the content of the above?
3. Why are you applying to be a member of the Arts Committee?
4. Have you received a grant from the Arts Program?
5. If you have received a grant how might the Program improve from your experience in relation to the grant process you encountered?
6. What type/form/kind of art is of your interest?
7. Are you aware that while a member of the Committee you are ineligible to apply for a grant?
8. Have you other experiences in forming policies that might assist the Committee in decision making that will be inclusive to art in the broad interpretation of what is art?
9. Are you committed, or willing to commit to responding to emailed Workshop applications in a timely manner (three days or earlier)?
10. Do you think art is important to societies and, if so, why?

Application process:

No deadline dates for this program; applications can be submitted throughout the year. Ensure your application is submitted at least one month prior to your project start date. All applications are forwarded to the arts committee via email or posted on the arts committee website for panel review; then recommendations are forwarded to the GT Board for final approval at their earliest board meeting.

Program applications:

The arts committee, with a minimum of four members plus the chair will respond to the email sent out to the committee to vote on the application within 5 days via email with their decision.

Open calling process: the proposal gets posted for arts committee review on the arts committee page and emailed to the group. A doodle poll link is included for committee members to cast their vote on the applications. If it is approved, then a recommendation is created and forwarded to the next board meeting for final approval. If one member votes no then the application is not approved but if the committee requires further discussion, staff will schedule a telephone conference.

Workshop applications:

The Arts Committee will respond within 5 days via email with their decision with a minimum of 2 responses from the Arts Committee members for approval. Applications must be submitted at least two weeks prior to workshop start date. Under the circumstance no reply from the arts members after 5 days, the application will be tabled to an arts meeting.

Doodle poll:

When members are polled via internet, ALL members must agree. In addition, once a member has engaged in the process of voting, that member cannot later arbitrarily remove themselves. Withdrawal is permitted only when there is a direct conflict of interest or when the committee asks for further discussions. (due to the limited space to the comment section please forward your comments via email to the rest of the committee)

The doodle poll consists of the following check boxes:

1. Yes approve the application: pending a workshop application staff will notify applicant once it is approved and if it is a program application a recommendation will be forwarded to the regular board for final approval
2. No I do not approve the application: staff will contact the applicant with the results or if one person votes no, staff will contact the member to ask if they would to discuss further or it is dead no then the application is a no go” to “If one committee member is undecided, or against the application, then a staff member will contact that committee member to review the application to determine if there are grounds for further discussion

3. I require more discussion – set up a telephone conference: staff will coordinate with committee to discuss the application further; also posted on the arts discussion page.

Project Evaluation:

Arts evaluation form is required to be fill out at the end of the project along with 5 to 10 photos of project start to finish. (photos must be email JPEG high resolution). Submit with your final reporting.

Project photographs and/or information in the evaluation requirement may be applied by Gwaii Trust in its own publications or other media. Gwaii Trust will receive acknowledgement of its support whenever and where practical.

Project Extension:

Approved applicants with projects outstanding beyond the stated completion date and to what Gwaii Trust considers not within reason will be requested to “reapply” with progress explained and revised completion date subject to Gwaii Trust approval.

Most of these policies and procedures apply to our overall programs. For more information about the Gwaii Trust programs **and polices** please refer to the Gwaii Trust constitution and bylaws (could be found on our website at www.gwaiitrust.com).

Meet the Arts Committee Members



Cynthia Samuels 2012

Gwaii Trust Board of Director; Cynthia Samuels was born and raised on Haida Gwaii who enjoys Haida dancing, drumming and singing. When not working, she is often busy making traditional Haida button blankets, vests and aprons to name a few. Along with the Tluu Xaadaa Naay Dancers, she performs for various events such as Chieftainships and has travelled to places such as Juneau, AK and Jasper, AB to celebrate and showcase the Haida culture!

Cynthia has been employed by Old Massett Village Council for the past fifteen years within its Finance department. Qualifications acquired within OMVC include policy development, personnel and financial management training.

In the capacity of an elected representative on Council of the Haida Nation in recent years, she was the Chairperson of the Secretariat of the Haida Nation and Policy Committee and board member of Gwaii Trust Society."



Sandra Price

Sandra Price grew up on the Oregon coast, 50 feet from high tide, and earned a master's degree in zoology. When she lived in Minneapolis, Minnesota, she was manager first of a textile arts gallery, then a fine art craft gallery. She has been freelance writer in the arts since 1979.

Since moving to the islands in 1990, she has curated six exhibitions – including two Haida button blanket shows – at the Haida Gwaii Museum. Sandra creates large, embellished quilts, and on them she embroiders her writings about art and land as she sees it understood by two different cultures.



Sheila Karrow

Award winning artist and teacher, Sheila Karrow lives with her two children on Haida Gwaii in British Columbia. After completing her degree in Fine Art and Education, Sheila spent several years teaching high school Visual Art and English. After ten years of full time art making, Sheila returned to educational studies earning a Masters degree in Art Education and is currently teaching at Sk'aadga Naay school where she continues to share her passion for imaginative learning with young children and adults.

Her carefully rendered images in acrylic and watercolour reveal the intensity and interconnectedness of life. The soil is filled with details of roots and new plants; and in looking deeper, one can see an abstraction of form.



Jason Alsop

Gwaii Trust Alternate; Work experience Haida Heritage Centre Administrating Manager.
(photo & Bi to follow)

Jack Litrell

(photo & Bi to follow)



Reg Davidson

I am a self-employed artist for 40 years. I have worked with galleries, museums and private collectors. I have my pieces throughout the world with private collectors and museums. I have worked in the arts most of my life, I am willing to share what I have learnt beyond my apprentices.



Vince Collison

I have sat on Art Juries for the Canada council for the Arts, BC Arts Council, VANOC, and the First Peoples Cultural Foundation. As a member of these various juries it has been a tremendous learning experience.



Barb Rowsell

I am a fibre artist with many years' experience in the local art community. I think that all forms of art are important for society but particularly so here in this place that is so beautiful and has such a long artistic tradition.



Jason Alsop

Gwaii Trust Alternate; Work experience Haida Heritage Centre Administrating Manager.
(photo & Bi to follow)

Arts Program

The Gwaii Trust Society initiated the arts program to benefit islands artists, participants, and audiences.

The arts program, including the workshop component, is open from January 1 to December 31, or until all funds have been allocated. This program is open to all residents and organizations of Haida Gwaii. (“Residents” are those who have lived on-island for at least the 12 consecutive months prior to applying.) This program is intended to benefit the artists of Haida Gwaii in their quest for full expression of their talents and includes education, exhibition, mentoring, collaborations, and creation of works ranging from, but not limited to:

- Two- and three-dimensional works (carving, painting, drawing, weaving, sculpture)
- Performing arts (theatre, dance, music, etc.)
- Film and photography
- Fiction, nonfiction and poetry writing
- Projects representing artistic representation of the diverse cultures of Haida Gwaii.

Among the types of programs that have been funded are:

Individual artists have been supported in education, exhibition opportunities, training in activities such as research (both on- and off-island), developing technique, exploring new media, professional development pertaining to art, or independent artistic creation that includes new work to be exhibited.

Mentoring allows artists to receive training in an informal environment. Artists are encouraged to consider mentors on island, although it is recognized that it may be necessary for such training off-island, or in exceptional circumstances to have mentors come to Haida Gwaii, This element can be for one-on-one or several trainees working with a mentor.

A mentor is a trusted friend, counsellor, or teacher experienced in inspiring apprentices to develop their creativity in the art being taught. Mentors provide this expertise to less experienced individuals to assist them in advancing their careers, enhancing their education, and building their networks through the instruction of the foundations and principles of the dedication required to further the level of achievement and creativity of the apprentice. Mentors cannot be a member of the trainee’s immediate family.

The applicant, whether it be apprentice or mentor, is required to provide a portfolio of both mentor and apprentice(s). Either the mentor or the apprentice(s) may apply for an \$8.00 hourly wage subsidy, but both cannot be paid (the application must be made by the person who does not receive the wage subsidy).

Collaborations encourage partnerships within a community, inter-community, and cross-cultural. Artists have been supported for collaborating with a group of artists or an arts organization for training, performance and public/community art. Arts organizations, schools, and communities may work with artists of their choosing to facilitate partnering.

Workshop opportunities can be supported up to \$2,000 per fiscal year. Increased funding is available for workshops with more than one person attending, and can include bringing a workshop facilitator to Haida Gwaii.

Artists in any creative discipline are encouraged to apply to the Gwaii Trust Arts Program. If you have any questions, please call the Executive director Errol Winter at 1-800-663-2388 or 250-626-3654 or Debbie Crosby, Senior Executive Assistant / Project Officer, at the Skidegate office 250-550-8883. We suggest you contact Debbie and an arts committee member prior to applying to the arts program.

Arts Program Guidelines

The following guidelines apply to both the workshop and program components.

Who can apply?

1. Individual artists and organizations are eligible to apply.
 - a) **Individual applicants can apply for expenses, travel, courses, wage subsidy to mentor or apprentice etc., but not for their studio time**
 - b) **Organization applicants can apply for payment to artists**
2. Types of proposals include mentoring, collaboration, education, research on- or off-island, exhibition, and more.
3. Maximum application is \$10,000 for the program component and \$2,000 for most workshops. Key tests are merit and need.
4. Haida Gwaii residency of 12 consecutive months immediately prior to application is required.
5. Gwaii Trust arts committee members are not eligible to apply for any arts grants.

Funding:

6. Individual artists do not need to provide partial funding for programs, but workshop applicants should show some financial contribution.
7. Organizations must provide 50% equity toward the project.
8. Administration costs, where applicable, are maximum 10% of total budget, and are considered only if the administration expense is not a paid element of the person's employment with the organization.
9. Workshop facilitator costs are capped at \$500.00 per teaching day, and this includes preparation time.
10. No funding for equipment purchase, organization operating costs, capital costs, or costs relate to starting a business will be considered.
11. Funding requests may be considered for materials and for equipment and/or space rental where specifically related to the project, as well as registration fees and travel costs related to workshops. Only in exceptional circumstance are living expenses funded.
12. Meal costs reimbursement, while travelling and where applicable, will be limited to Gwaii Trust policy. (Receipts are not required but are included in your expense sheet.)
13. Payment to applicants will be in accordance with invoices presented that correspond to the application budget and, if there is an equity component to the application the Gwaii Trust payments will match the equity component percent expended. 20% of approved funding may be advanced upon receipt of correspondence from the applicant stating reason for the advance. Further payment will require **paid invoices for reimbursement and covering the 20% and the additional payment request with a 20% hold back until the project is completed**

Requirements:

1. List of specific constitutional goals of Gwaii Trust (found on the Gwaii Trust website at www.gwaiitrust.com) and how this project helps achieve them.
2. Confirmation of signed cost quotes for expenses. (Website quotes from Air Canada do not require signatures.)
3. Two letters of support from Haida Gwaii artist peers. If applicable, letters of support from the community that will accept the project.
4. Artist's resume, biography, CV, or similar history.
5. Artist Statement.
6. Documentation of artist's work, such as photographs, videos, recordings, writings, etc. Attach these directly to the application; do not refer to websites, Facebook or other social media links.
7. If applicable, history and documentation of artwork of mentor, apprentices, and/or workshop facilitator.

Documentation:

8. Documentation, including photographs, of the process of creation of the project.
9. Recognition of Gwaii Trust support. This includes films, publication, and exhibition of completed work.

Arts Program Application Form

Writing Tips

Start with a rough draft: the online application will not “save” your work, we suggest you create a word document that you could refer back to and when you are ready to submit copy and paste to the application.

A rough draft is a short version of your application and can help you organize your thoughts. To begin, answer the application questions in point form before you start the application. As you go, make a separate list of any additional information you need to gather in order to complete your application. Do you need to find out about travel costs, location rentals costs, revenues from other sources, real costs, related to your proposed project, age support letters ect.? Gather photo’s create your bio ect.

Contact Information

*Are you applying as an individual? _____ or an organization? _____

*Is this a workshop application?

*First name of applicant

*Last name of applicant

Name of organization (unless this is an individual artist proposal)

*Email

*Phone

*Mailing Address / PO Box

*Street address

*City

*Postal Code

*Are you a first-time applicant?

Your length of residence on Haida Gwaii (must be a minimum of 12 months prior to applying)

Project information

*Project Name

*Project Location (street address)

*Project Manager’s Name

*Amount Requested

*Project total Cost

- *Project Start Date
- *Project Completion Date

Project Description

- *Outline your project including: a brief project description, why you are proposing the project, and how the project will unfold from start to finish. (maximum 500 words)

Project Objectives

- *Which of the Gwaii Trust Goals and Objectives does your project help fulfill? How will it do that? How will it benefit one or more “communities” of the Islands? How will you as an artist personally contribute? (maximum 500 words)
- Who else will be part of your project? If this is a mentoring project, include artist bio and artwork photo of both mentor and apprentice(s). If this is a workshop, include bio and photos of the instructor’s artwork. If this is a collaboration, include a letter of commitment to the project from the organization working with you. (Include artist statement, maximum 500 words)

Description of Income & Description of Expenses

- Budget: Once you have identified all your expenses and income, indicate who will pay for them and how Gwaii Trust funds will be used (View Budget Sample below). When submitting your final report and expenses, you must provide receipts worth the total project cost. Please use a separate Excel spreadsheet and number your cost quotes (1, 2, 3...)

NOTE: PLEASE USE A SEPARATE EXCEL SHEET AND NUMBER YOUR COST QUOTES. WHEN SUBMITTING YOUR FINAL REPORT AND EXPENSES YOU MUST PROVIDE RECEIPTS WORTH TOTAL PROJECT COST.

BUDGET: SAMPLE

INCOME	AMOUNT	EXPENSE	AMOUNT	WHO WILL PAY?
GWAII TRUST	1,000.00	FLIGHT	500.00	GWAII TRUST
IN-KIND	500.00	ACCOMMODATIONS	200.00	GWAII TRUST
		REGISTRATION FEE	300.00	GWAII TRUST
		MEALS	250.00	APPLICANT
		MATERIALS	250.00	APPLICANT
TOTAL	1,500.00	TOTAL	1,500.00	

- How do you intend to recognize Gwaii Trust Society’s contribution should your application receive funding?

Please upload your files here

Do NOT include special characters in your file name such as: \$, * ! @ () %. You can NOT upload more than 20 separate files, if more than 20, merge a few files together. Upload letters of support, cost quotes (please number your cost quotes) or relevant information, bios, resumes, portfolios, confirmation of income.

Certification

I/We certify that the information contained in this application any other submitted information are correct and complete at the date of submission. Submission of false or deliberating misleading information may result in the Gwaii Trust denying this and or future applications to the Trust under any of its granting programs.

The Gwaii Trust Board of Directors will not consider any information or supporting documentation received after the allocation deadline in their review of this project.

All applications submitted become the property of the Gwaii Trust, who may publish the said applications on their website www.gwaiitrust.com or may otherwise utilize their content as the Gwaii Trust sees fit.

By checking YES in the box, and submitting this application, I agree to the above statements.*

Application check list for a complete application:

- ✓ Complete application
- ✓ Answer the questions 1 to 7
- ✓ Did you site at least 3 Gwaii Trust Constitutional goals
- ✓ Attached a realistic budget accompanied by cost quotes for each expense and confirmation of income
- ✓ Expenses must equal the Income section
- ✓ Attach workshop fee, travel quotes, facilitator's quotes, accommodations quotes, materials quotes
- ✓ Attach your resume
- ✓ Attach Artists mentor or apprentice resume, Bio's, portfolio's
- ✓ Attach photos or songs of your work
- ✓ Attach 2 letters of support from an artist peer

Arts Program "Frequently Asked Questions"

1. **Am I eligible to apply?** If you have lived on Haida Gwaii for the previous 12 consecutive months.
2. **What if I grew up here but was off-island for schooling or family emergency part of that time?** You still need to have been living here for 12 months prior to applying.
3. **I applied to the arts program. Can I apply to a different Gwaii Trust program for funding?** Not for the same project.
4. **Can I apply if my last arts project is incomplete?** No, your previous file needs to be completed and closed.
5. **Do I have to fill out an online application; I don't have a computer.** Yes, you do need to submit an online application. Visit a Gwaii Trust office and one of the officers will assist you.
6. **Who will be paid the wage subsidy: the mentor, the apprentice, or both?** Either one, but not both.
7. **May I hand-deliver my portfolio and photographs?** Yes, you may hand-deliver your supporting documents on the same day as you submit your online application or before the deadline date.
8. **May I refer you to my website for my portfolio?** No, provide your portfolio and photographs directly on your application or drop them off at either Gwaii Trust office.
9. **When do I submit my application?** At least **one month** prior to the start date of your project.
10. **What supplies and materials are acceptable for funding consideration?** Only those directly incorporated in the project or used up in the workshop. Examples:

Yes	No
Paint, canvas	Palette knives, easels
CD's	CD player
Fabrics	Sewing machine
Wood	Carving tools

For more Art Programs/Grants please follow these Links:

BC Arts Council <http://www.bcartscouncil.ca/>

YVR Arts <http://www.yvraf.com/scholarship-program-overview>

Canada Arts Council Travel Grants www.canadacouncil.ca

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- 6. fostering the spirit of cooperating, cultural understanding and trust by promoting the concept of the Islands as the Community;*
- 7. stimulating employment in the Community through improvements in Islands infrastructure;*
- 8. making the Community a better place to live through improvement of the islands' infrastructure and thereby making the Islands a more desirable place to visit and to do business;*
- 9. assisting in the promotion of education and artistic expression in the Community;*
- 10. providing for research into the land and marine ecosystems and archaeology of the Islands;*
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