

AMENDED AGENDA
REGULAR MEETING OF THE CULTURAL COMMITTEE
BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2013-SEP-04, COMMENCING AT 4:00 P.M.

CHAIR: COMMISSIONER FRED PATTJE

1. **CALL MEETING TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

- Add Item 7 (d) i. Poet Laureate Selection.
- Add Item 12 (a) delegation request by Greg Large regarding a request to consider posthumous Cultural Awards.
- Add Item 12 (b) delegation request by Thelma Bradbury regarding a request to consider Robert and Lillian Booth for 2013 Cultural Awards.

3. **ADOPTION OF AGENDA:**

(Motion required to adopt the agenda, as amended)

4. **ADOPTION OF MEETING NOTES:**

- (a) Notes of the Regular Cultural Committee Meeting held Wednesday, 2013-JUL-03, at 4:00 p.m., in the Bowen Park Complex Conference Room. *Pg. 3-5*

(Motion required to adopt the meeting notes)

- (b) Notes of the Special Meeting of the Art in Public Places Project Committee meeting held Wednesday, 2013-JUL-03, at 4:29 p.m., in the Bowen Park Complex Conference Room. *Pg. 6-7*

(Motion required to adopt the meeting notes)

5. **CHAIR'S REPORT:**

6. **COMMISSION REPORT: *(Commissioner McPherson)***

7. **REPORTS OF PROJECT COMMITTEES:**

- (a) Cultural Award Committee
- (b) Art in Public Places Project Committee

(c) **Cultural Forum Project Committee**

(d) **Poet Laureate Selection Committee**

i. **Poet Laureate Selection**

Pg. 43-44

Selection Committee's Recommendation: That the Cultural Committee recommend that the Parks, Recreation and Culture Commission recommend that Council:

1. *Approve the selection of Naomi Beth Wakan as Nanaimo's inaugural Poet Laureate.*
2. *That a sub-committee consisting of members of the Cultural Committee and members of the community be established to support the work of the Poet Laureate over the course of her term.*

(Motion required to adopt recommendation)

8. **STAFF REPORTS:**

(a) **Donation of Art "Satellite City" by Robert Naish**
B. Kuhn, Manager, Recreation and Culture Services

Pg. 8-13

Staff Recommendation: That the Cultural Committee recommend that the Parks, Recreation and Culture Commission recommend that Council accept the donation of the painting "Satellite City" by Robert Naish and that the artwork be displayed in City-owned public places on a rotating basis.

(Motion required to adopt recommendation)

(b) **Cultural Operating Grants and Events and Festivals Grants Review Process**
B. Kuhn, Manager, Recreation and Culture Services

Pg. 14-39

Staff Recommendation: That the Cultural Committee recommends to the Parks, Recreation and Culture Commission the attached changes to the Cultural Operating Grants and Events and Festivals Grants Application forms.

(Motion required to adopt recommendation)

(c) **Culture Plan Update**
S. Samborski, Senior Manager, Recreation and Culture Services

Staff Recommendation: That the Cultural Committee receive for information.

9. **CORRESPONDENCE:** (not related to a report to the Cultural Committee)

- (a) Letter dated 2013-JUL-23 from the Friends of Nanaimo Jazz Society thanking the Cultural Committee for supporting **Jazz Affair L.A. 2013** with the grant funding. *Pg. 40-42*

(Motion required to receive all correspondence)

10. **NOTICE OF MOTION:**

11. **OTHER BUSINESS:**

(Motion required if there is other business)

12. **DELEGATIONS** (not related to a Report to the Committee): (10 MINUTES)

- (a) Greg Large regarding a request to consider posthumous Cultural Awards. *Pg. 45-49*
- (b) Thelma Bradbury regarding a request to consider Robert & Lillian Booth for 2013 Cultural Awards. *Pg. 50*

13. **QUESTION PERIOD:** *(Agenda Items Only)*

14. **ADJOURNMENT:**

NOTES
REGULAR MEETING OF THE CULTURAL COMMITTEE
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2013-JUL-03, COMMENCING AT 4:00 P.M.

PRESENT: Commissioner Fred Pattje, Chair

Members: Commissioner Howard Houle
Commissioner Alec McPherson
Commissioner Donald Rinald
Ms. Gerda Hofman
Mr. Kim Smythe (4:07 p.m.)

Regrets: Ms. Julie Bevan
Ms. Geraldine Manson
Ms. Wendy Smitka
Ms. Marianne Turley

Staff: M. Smith, Manager, Parks Recreation and Culture
K. MacDonald, Parks and Open Space Planner
J. Farrell, Recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting of the Cultural Committee was called to order at 3:59 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

3. ADOPTION OF MEETING NOTES:

It was moved and seconded that the Meeting Notes of the Regular Cultural Committee Meeting of Wednesday, 2013-JUN-11 at 1:11 p.m., at the Bowen Park Complex Conference Room be adopted as circulated. The motion carried unanimously.

4. COMMISSION REPORT:

Commissioner Pattje provided a verbal report on the following topic:

- A delegation from Bayview Elementary School and South End Neighbourhood Association presented a request for an \$8,500 VIP Grant for community-based art for Deverill Square Park. A motion was passed to refer the request to the Art in Public Places Project Committee.

5. REPORTS OF PROJECT COMMITTEES:

(a) Cultural Award Committee

No meetings needed at this time.

(b) Art in Public Places Project Committee

Meeting to be scheduled.

(c) Cultural Forum Project Committee

No meetings needed at this time.

6. CORRESPONDENCE: (not related to a Report to the Cultural Committee)

a) Arts and Cultural Event Fund Evaluation Form received from Nanaimo Sings! Choral Festival Society outlining the feedback they received for their event and thanking the Cultural Committee for the generous support.

b) Letter dated 2013-MAY-07 from the Crimson Coast Dance Society thanking the Cultural Committee for the support.

It was moved and seconded that the Correspondence be received. The motion carried unanimously.

7. DELEGATIONS (not related to a Report to the Cultural Committee):

(a) Chris Beaton, Executive Director of the Nanaimo Aboriginal Centre, gave a presentation regarding a request to install two art pieces from artists Maynard Johnny and Joel Good at the Service and Resource Centre (SARC).

It was moved and seconded that the offer of two commissioned art pieces be referred to Staff to work with the Nanaimo Aboriginal Centre and the SARC Committee on preferred locations and artwork design decisions. Staff will return with a status report.

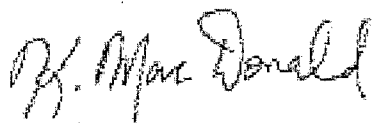
8. ADJOURNMENT:

It was moved and seconded at 4:28 p.m. that the meeting adjourn. The motion carried unanimously.



Fred Pattje
CHAIR
CULTURAL COMMITTEE

CERTIFIED CORRECT:



K. MacDonald
PARKS & OPEN SPACE PLANNER
PARKS OPERATIONS

APPROVED FOR DISTRIBUTION:



Richard Harding
DIRECTOR
PARKS, RECREATION AND CULTURE

2013-JUL-09
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UNADOPTED

NOTES
SPECIAL MEETING OF THE ART IN PUBLIC PLACES PROJECT COMMITTEE
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
WEDNESDAY, 2013-JUL-03, COMMENCING AT 4:29 P.M.

PRESENT: Commissioner Howard Houle, Chair

Members: Commissioner Alec McPherson
Commissioner Donald Rinald
Ms. Gerda Hofman

Staff: M. Smith, Manager, Parks Recreation and Culture
K. MacDonald, Parks and Open Space Planner
J. Farrell, Recording

1. CALL THE OPEN MEETING TO ORDER:

The Meeting of the Art in Public Places Project Committee was called to order at 4:29 p.m.

2. CHAIR'S REPORT:

(a) Donation of "Satellite City" by Robert Naish:

It was moved and seconded to accept the donation of the painting "Satellite City" by Robert Naish for display on City property in a public area. Staff to return with a report on recommended locations. The motion carried unanimously.

(b) VIP Grant for community-based art for Deverill Square Park:

It was moved and seconded that the Art in Public Places Project Committee recommend that the Parks, Recreation and Culture Commission award an \$8,500 VIP Grant for community-based art for Deverill Square Park. The motion carried unanimously.

3. ADJOURNMENT:

It was moved and seconded at 4:42 p.m. that the meeting adjourn. The motion carried unanimously.

Howard Houle
CHAIR
ART IN PUBLIC PLACES PROJECT COMMITTEE

CERTIFIED CORRECT:



K. MacDonald
PARKS & OPEN SPACE PLANNER
PARKS OPERATIONS

APPROVED FOR DISTRIBUTION:



Richard Harding
DIRECTOR
PARKS, RECREATION AND CULTURE

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UNADOPTED

City of Nanaimo

REPORT TO THE CULTURAL COMMITTEE

DATE OF MEETING: 2013-SEP-04

AUTHORED BY: BOB KUHN, MANAGER
RECREATION AND CULTURE SERVICES

RE: DONATION OF THE ARTWORK "SATELLITE CITY" BY ROBERT NAISH

STAFF RECOMMENDATION:

That the Cultural Committee recommend that the Parks, Recreation and Culture Commission recommend that Council accept the donation of the painting "Satellite City" by Robert Naish and that the artwork be displayed in City-owned public places on a rotating basis.

PURPOSE:

To obtain Commission and Council approval for the donation of the artwork "Satellite City" by Robert Naish and approval for display on a rotating basis in public areas.

BACKGROUND:

Local professional artist Robert Naish presented to the Cultural Committee at their 2013-JUN-11 meeting with the offer to donate the painting "Satellite City" to the City of Nanaimo for display in a public place. The painting is based on an aerial perspective of the city of Nanaimo. The painting was purchased through the Estate of Ms. Marlene Flater. Her Will outlined the desire to purchase one of Mr. Naish's paintings and have it donated to the City of Nanaimo for display in a public place. The artist is prepared to incur the costs of framing, a protective cover and initial installation of the painting.

At the meeting of the Art in Public Places Project Committee held Wednesday, 2013-JUL-03, the proposed donation of the painting "Satellite City" was reviewed using the Guidelines for Donation of Public Art as outlined in the in the Community Plan for Public Art (Appendix 1). At that meeting, it was moved and seconded to accept the donation of the painting "Satellite City" by Robert Naish for display on City property in a public area with Staff to return with a report on recommended locations.

DISCUSSION:

This painting is large (6' high X 9' wide) and therefore requires adequate wall space for display. The following locations could provide adequate space:

1. Vancouver Island Conference Centre
2. City Hall
3. Beban Park Social Centre
4. Oliver Woods Community Centre

The potential for theft or vandalism will also need to be considered. It is recommended that the painting be hung using appropriate security hardware to prevent theft.

It is anticipated that the art would stay at each location for one year and then be moved to the next location. The City would be responsible for the cost of moving and installing the artwork at each location. The estimated cost to move and install the artwork is between \$250 to \$500.

Respectfully submitted,

Concurrence by:



Bob Kuhn
MANAGER
RECREATION AND CULTURE SERVICES
PARKS, RECREATION AND CULTURE



Suzanne Samborski
SENIOR MANAGER
RECREATION AND CULTURE SERVICES
PARKS, RECREATION AND CULTURE

APPENDIX 1

Excerpt from:
COMMUNITY PLAN FOR PUBLIC ART
Adopted May 2010

TOOLKIT 3 – REVIEW GUIDELINES FOR THE DONATION OF PUBLIC ART

These guidelines outline the process for the review of proposed donations of public art in Nanaimo parks and public spaces. Many conditions govern the acceptance and installation of art. Cultural Committee, Parks, Recreation and Cultural Commission, and City Council approvals are required in all cases.

ACCEPTANCE CONDITIONS

- 1) No civic funds will be provided for production, siting or installation.
- 2) A sponsor or co-sponsor must present the proposal.
- 3) All expenses related to the donation and review process rest with the sponsor.
- 4) When the Cultural Committee receives a request to accept and install public art and provided the conditions outlined above are met, the following steps are set in motion:
 - (a) Consultation with the City of Nanaimo's Cultural Committee and the appointment of an independent panel to review the design and social merit of the proposed donation and then make a recommendation.
 - (b) A technical review by City staff of the site and the work.
 - (c) Public consultation if applicable.

CREATIVE AND ARTISTIC EVALUATION OF PROPOSED DONATION OF PUBLIC ART

An evaluation of the suitability of the proposed work to the site including reference to park design, future plans and social impact may be undertaken by an independent review panel appointed by the Cultural Committee. This panel will make a recommendation which will form part of the report to be taken to the Cultural Committee, Parks Recreation and Culture Commission and Council.

Items considered in the evaluation will include:

- Relationship of proposal to the history of the site.
- Relationship to the geography or specific location of the site and its surroundings.
- Relevance to Nanaimo, British Columbia and/or Canada.
- Consistency with park or site design including heritage aspects.
- Compatibility with other existing or proposed artworks, buildings, structures, etc. in the park.
- The suitability of the scale of the proposed work to the site.

- In the case of a memorial, whether the cause being memorialized is significant to a large enough community to warrant placing it in a public park.
- Conformity to Human Rights Legislation.
- Any issues related to the sponsor that should be addressed.
- Feasibility of the funding plan.
- Concerns relating to an educational or interpretive plaque or component in the proposal.
- The public response to this proposal (staff will provide an analysis).
- An assessment of whether the proposed work contributes to, enhances, or benefits the park.

TECHNICAL INFORMATION

The following provides details on technical aspects of installing art in Nanaimo parks and open spaces. City staff will review proposals with reference to these points:

1. THE SITE

(a) Impact

- i. Can the site handle increased use and traffic flow?
- ii. Will there be any conflict with existing horticultural work, adjacent playing fields, park use, and park programming?
- iii. What is the environmental impact?

(b) Trees and Utilities

- i. If any work is to be located near trees, an arborist must be consulted. Tree roots may be damaged and future tree growth may be impacted.
- ii. Are there any existing utility lines in the area that might be impacted?

(c) Soil Factors and Park Maintenance

- i. Toxicity, drainage, and site suitability for bearing weight or anchoring etc. must be considered. Cost of removing soil including contaminated soil must be factored into a project budget.
- ii. Would the proposed site and artwork installation impact park grounds maintenance? (i.e. mowing, drainage, etc.)
- iii. Is mulch or gravel required around tree bases etc. to discourage grass growth?

(d) Park Planning and Access

- i. Does the proposed site block any view corridors?
- ii. Is the site accessible for people with disabilities?
- iii. Are there any existing or future park improvement plans to coordinate with?

2. THE ARTWORK

(a) Safety

- i. A risk management analysis report of the proposed artwork may be required by the City of Nanaimo.
- ii. An engineer's sealed drawings to address anchoring, stability, load bearing and seismic concerns., may be requested
- iii. There should be no accessible sharp edges, points, or projections that can cut, puncture or cause injury by impact.
- iv. No components or group of components should form an angle or opening that can trap a person's neck or head.
- v. CSA and/or other applicable building codes and standards may apply to structures.
- vi. Skid-resistant properties should be equivalent to concrete sidewalks.
- vii. Depressions in the surface should not catch the spike heels of women's shoes and should not cause water to pool causing an ice hazard.
- viii. The art must support vehicle weight (National Building Code) requirements for sidewalks where there is potential for vehicle loading.

(b) Utilities and Weathering

- i. If applicable, cables must be protected against corrosion. Ends should be inaccessible or capped and anchored by means such as eye splice/thimble fillings.
- ii. Hollow elements should be designed or treated to minimize the possibility of corrosion.
- iii. Water components in the proposed work must meet City standards and criteria. Water must be re-circulated and provision may need to be made for drainage from November to March and include maintenance funds for the system operation.
- iv. Extra maintenance levies will be applied for pump maintenance and to cover pipe bursts, etc.
- v. All work done on water must be by a trades certified plumber.
- vi. An electrical permit issued by the City is required. Any connections to City Street or parks' electrical circuits must be approved by City.
- vii. An estimate of power needs and the cost of that power needs must be provided and budgeted for by the sponsor.
- viii. All electrical and mechanical components must be CSA approved.
- ix. If lighting is a component the proposed project, light placement and levels must be reviewed

(c) Structural

- i. Structural components must be designed to meet City of Nanaimo's Building Code requirements.
- ii. All structures must be approved by the City, an engineer's sealed drawings and, upon completion, as-built drawings may be required that can minimize the impact of the fall (e.g. pea gravel, sand, wood chips, or manufactured resilient surface).

(d) Plaque

- i. The wording, sizing, design, and siting of any plaques related to the public art must be approved by the City. This approval should be gained at the time of project approval. The City will have the plaque made and install the plaque at the sponsor's expense.

(e) Maintenance

- i. Artwork should be designed and constructed so as to minimize maintenance requirements, vandalism, theft or graffiti.
- ii. Artwork should be designed so as not to collect garbage or litter or become a negative hangout.
- iii. On completion, the artists must supply a maintenance manual including a list of coatings and paints and a schedule of maintenance frequencies. Costs for maintenance are the responsibility of the sponsor. The City will work with the artist or sponsor to estimate these costs and project them for the anticipated life of the artwork.

(f) Installation

- i. All standard safety precautions must be taken on-site during installation and include clearing the area of tools and equipment, fencing the area if required, and ensuring that all present, volunteers or paid workers follow safety guidelines such as wearing boots hard hat, etc. As needed. Safety considerations must include both workers and general public.
- ii. Contractors must follow WorkSafe BC protocols.
- iii. The project will not be deemed accepted until final sign-off s by the City, the 'as-built' plans are reviewed and the site and installation inspected.

(g) Public Consultation

- i. If required, City staff will ensure that public and stakeholders are notified prior to a decision about the proposed donation and installation. This may be done through signage at the site, neighbourhood notices, networking with neighbourhood associations, and perhaps having on-site meetings. Costs for the consultation may be incurred by the sponsor.

City of Nanaimo

REPORT TO THE CULTURAL COMMITTEE

DATE OF MEETING: 2013-SEP-04

AUTHORED BY: BOB KUHN, MANAGER
RECREATION AND CULTURE SERVICES

RE: CULTURAL OPERATING GRANTS AND EVENTS AND FESTIVALS GRANTS REVIEW
PROCESS

STAFF RECOMMENDATION:

That the Cultural Committee recommends to the Parks, Recreation and Culture Commission the attached changes to the Cultural Operating Grants and Events and Festivals Grants Application forms.

PURPOSE:

To make the recommended changes to the Cultural Operating and Festival and Events grant applications for the 2014 intake.

BACKGROUND:

The 2014 intake of the cultural operating grants represents the final year of the current three-year funding process. Any changes to the grant program would be effective fall of 2014 for the 2015 intake.

Based on feedback from the consultant and the community during the cultural planning process, staff will bring back a report to the Cultural Committee in October 2013 outlining a detailed review process for the cultural grants.

At the 2013-JAN-09 meeting of the Cultural Committee, it was moved and seconded that the Cultural Committee strike a sub-committee to review the cultural grant process.

At the 2013-MAR-06 meeting of the Cultural Committee, it was moved and seconded that a call for the review of the Cultural Grants Process and Criteria be part of the cultural planning process and that a recommendation regarding the review be included in the plan. This review will begin once a process has been selected.

On 2013-JUL-12, Staff met with Melinda Suzette, who has been a member of the Canada Council for the Arts Grant Review Committee. Melinda provided some comments and

suggestions for our consideration. Based on this feedback, some suggested changes to the grant forms have been made (see attached application forms with marked changes).

STRATEGIC PLAN CONSIDERATIONS:

Taking Responsibility: Ensure that the cultural grants review process is in accordance with any provincial or municipal governance policies, structures and processes and that the process for allocating funds are fair, equitable and based on sound assessment criteria and grant review process.

Respectfully submitted,

Concurrence by:



Bob Kuhn
MANAGER
RECREATION AND CULTURE SERVICES
PARKS, RECREATION AND CULTURE



Suzanne Samborski
SENIOR MANAGER
RECREATION AND CULTURE SERVICES
PARKS, RECREATION AND CULTURE



**ARTS, CULTURAL AND
FESTIVAL EVENTS
GRANT**

GUIDELINES

AND

APPLICATION FOR FUNDING



ARTS, CULTURAL AND FESTIVAL EVENTS GRANT APPLICATION GUIDELINES

General Information.

People want to live in and/or visit places that offer exciting things to do and interesting ways to express themselves. Many cities across North America are including arts, cultural and heritage events and festivals to attract both residents and visitors. Groups can access these funds for the purpose of putting on events that will encourage residents and visitors to participate in Nanaimo events and promote and showcase community arts and cultural talent.

The City of Nanaimo wants to work with community groups to attract visitors to our City, recognizing that tourism is a major economic generator for Nanaimo.

Nanaimo Parks, Recreation and Culture ~~have~~has a budget ~~of \$34,489 for 2010 grants~~ to assist groups hosting arts and cultural events and festivals. When making your application, please remember that our objective is to assist as many groups as possible with the funds available.

All applications for funding should be clearly marked "Arts, Cultural and Festival Events Grant Applications" and be submitted to the Cultural Committee, c/o Nanaimo Parks, Recreation and Culture, 500 Bowen Road, Nanaimo, BC V9R 1Z7.

For further information, contact: Manager, Recreation & Culture Services, 250-755-7512.

(Please note: for Sport Tournament funding, please complete the Sport Tournament Grant application and submit accordingly as per the instructions contained therein.)

Application Timeline.

Applications ~~should~~must be submitted by November 1.

Applicants will receive written notification of Council's decision within 90 days of the application deadline date. Applications received following the submission deadline will be considered in the next evaluation review. In exceptional or unforeseen circumstances, the Cultural Committee will determine if late requests warrant special consideration.

Eligibility Criteria

- The event must have a good potential for attracting both residents and visitors to participate in Nanaimo events that will promote Nanaimo as an arts and cultural centre. A cultural sport, heritage and / or celebration focus or component is also acceptable.
- The event should give consideration to showcasing local arts and cultural talent.
- The event should demonstrate a good potential for an economic impact on Nanaimo.
- Preference will be given to activities or events that will be ongoing and have potential as a good long-term investment for the City (i.e. - a yearly cultural event or festival that has good potential for growth). Events and festivals that run more than one day and / or have realistic plans to attract greater numbers will also be given priority.
- This grant is designed specifically to assist events and festivals that utilize services and facilities within the City of Nanaimo.
- The applicant must adhere to sound standards of corporate governance.
 - Funding for capital expenditures will not be considered.

Who Can Apply?

1. Generally, organizations requesting funding will be established non-profit organizations with experience in organizing events and managing funds. Groups or individuals that do not fit these criteria have an opportunity to receive funding at the discretion of the Cultural Committee and it is understood that new events often need seed money to get started-
2. Applicants must be able to demonstrate a broad community and visitor participation or significant potential audience.
3. Applications will be ~~considered~~ assessed on the following criteria:
 - Evidence of benefit to the community.
 - Demonstration of community support for arts, cultural and festival events as measured by volunteer participation, membership, and/or audience participation.
 - Evidence of competent management and fiscal responsibility (i.e. proven track record, business and marketing plan, sound financial controls and performance).
 - Secured commitment from other funding sources.
 - Potential financial impact (i.e. jobs created, spending, number of visitor days created and how this information might be tracked).
 - Public recognition of the municipal contribution.
 - Level of event profile and media exposure.
 - ~~Funding for capital expenditures will not be considered.~~

How Funds are Distributed.

- The amount requested cannot be more than 25% of the total event budget.
- Any unallocated funds in a given year will be carried over to the next budget year.
- Regardless of funding approval, if City of Nanaimo facilities are used, these facilities are provided to non-profit and community organizations at subsidized rates.

Review Process.

The Cultural Committee ~~screens~~ assesses applications and makes recommendations to the Parks, Recreation and Culture Commission which then makes recommendations to City Council for the distribution of funds.

What Does Your Organization Need to do to Apply for Funds?

- Complete the attached application form.
- For an application to be considered, it cannot be longer than 10 pages in length, including the application form.
- All pages must be single sided with a font size of at least 10.
- No staples, please - your application will be photocopied for the committee members.

Organizations will not be eligible for funding if they have received other funding assistance through the City of Nanaimo for this event.

Appeals.

Statement of Purpose: The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original Advisory-Assessment Committee had all the correct information and used the appropriate criteria to make their recommendation. **The Grants Advisory Committee will not revisit the actual decisions, i.e. whether the correct amount was granted.**

Criteria for Allowing an Appeal:

- Was the original advisory-assessment committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- Did the original committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Parks, Recreation and Culture Commission), thereby giving the applicant time to respond?
- Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- Did the original advisory committee determine the application should be reconsidered based on this new/different information?



ARTS, CULTURAL AND FESTIVAL EVENTS GRANT APPLICATION FORM

DEADLINE FOR APPLICATIONS - NOVEMBER 1ST

Legal Name of Organization: _____		
Event Name: _____		
Mailing Address: _____		
Postal Code: _____		
Phone: _____	Fax: _____	
Email: _____		
Contact Person: _____		
Position: _____		
Society Registration Number: _____ (If not registered, please leave blank)		
Is your society in good standing with the Registrar: Yes No		
Fiscal year for grant: Total grant requested for fiscal year: Total budget for fiscal year:		
_____	_____	_____

Has your organization applied for other City of Nanaimo funding? If so, please list the type and amount of funds requested for next year.

<u>Name of Grant</u>	<u>Amount</u>	<u>Approved</u>

In your application, please answer the following questions and include the information requested:

1. Name of Event: _____
2. Times and Dates of Event: _____
3. Location: _____
4. Ages of Participants: _____
5. From where will participants come? (Last year's actual numbers if event was held previously:
New events – estimate)

<u>LOCATION</u>	<u>Estimated # Attending</u>
From within the Nanaimo Regional District	
From other areas on Vancouver Island	
From BC Mainland	
From outside B.C.	
TOTAL FROM ALL AREAS:	

6. Does your event currently take place in Nanaimo? Yes ____ No ____
7. Is this a new event? Yes _____ No _____
8. How long has your organization existed in Nanaimo? _____ Years
9. Briefly outline the purpose or mission of your organization:

10. What events in the past has your organization produced/sponsored?

	Year	Event and Location	# Attending
1.			
2.			
3.			
4.			

Please also include the following information:

11. One to two typed pages outlining a summary of your event and how it will benefit Nanaimo.
12. For what purpose do you plan to use this City fund? (Please be specific and note that capital expenditures are not permitted.)
13. How will your event benefit Nanaimo economically?
14. How will your event be marketed?
15. How will you evaluate the success of the event?
16. Include a detailed budget of the proposed event, outlining all revenues including sources and expenditures.
17. Include a financial statement for your organization for the previous calendar year. (Sample statement attached.) ~~—not applicable for festivals.??~~
18. Include a list of the event organizers identifying the roles and names of the people in those roles/functions.
19. A final report and financial statement must be submitted within 60 days of the conclusion of the event. Failure to do so may result in rejection of any new application (1 – 3 pages maximum).

Where to send your application?

Send completed applications by November 1st, clearly marked:

“Arts, Cultural and Festival Events Grant Application
Nanaimo Cultural Committee
c/o Nanaimo Parks, Recreation and Culture
500 Bowen Road
Nanaimo, BC V9R 1Z7

Event / Festival Revenue Budget

Name of Event: _____

Sponsored by: _____

- Please provide your best estimate of the revenues and costs of the event for which a grant is requested. Additional headings to better describe your revenues and expenses for your particular activity are permitted. You may use either your own budget form or this one.
- Definitions: Earned revenues are usually generated directly by an event and often include income from booth, table, rentals, sales of advertising in a program, admission tickets or on-site cash donations from the public, and the net proceeds of concessions or sales.
- Fundraising revenues are usually generated from sponsorships, in-kind supplies and services, individual donations before or after the event.

YEAR Actual 20____ (Previous Year if applicable)	Revenue Item	YEAR Projected 20____ To be completed for application
	<i>Earned Revenue</i>	
	Admissions/Ticket Sales	
	Concession/Merchandise Sales (net)	
	On-site cash donations	
	Advertising income	
	Rentals	
	Other	
	Total Earned Revenue	
	<i>Fundraising Revenue</i>	
	Individual Donations	
	Cash Sponsorships	
	Fundraising Events	
	Other	
	Total Fundraising Revenue	
	<i>Government Revenue</i>	
	Municipal Grants	
	Provincial Grants	
	Federal Grants	
	Other	
	Total Government Revenue	
	Total Revenues	Line A

If you are receiving in-kind support not included above, please identify the source donor and include an estimate of the dollar value:

Source

\$ Value

Event / Festival Expenses

YEAR Actual 20____ (Previous Year if applicable)	Expense Item	YEAR Projected 20____ To be completed for application
	Administration and Communication Costs	
	Event Co-ordinator: including estimated hrs. worked	
	Office Staff: including estimated hrs. worked	
	Event Insurance Costs	
	Fundraising expenses (please specify)	
	Volunteer expenses (please specify)	
	Marketing and publicity (please specify)	
	Other (please give details)	
	Total Administration and Communications Cost	
	Production and Events Costs	
	Facility / Venue Rental	
	Equipment rental (tents, stage, lights, sound, etc)	
	Artists, performers, cultural program contributors: fees or honoraria	
	Technical Staff	
	Materials and Supplies	
	Permits	
	Municipal Services	
	Police Costs	
	On Site costs – signs, garbage cans, toilets, power, etc.	
	Performer and on-site volunteer services; travel, food, t-shirts etc.	
	Other (please give details)	
	Total Production and Events Costs	
	Total Expenses Line B	
	Net (Line A minus Line B)	

Updated: 2009-OCT-14

File: G:\GRANTS\ArtsCulturalEventFund\2010\ArtsCulturalAndFestivalEventsGrant.doc

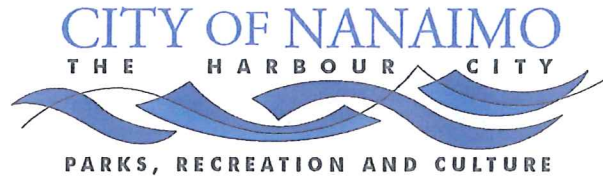


CULTURAL OPERATING GRANT

GUIDELINES

AND

APPLICATION FOR FUNDING



CITY OF NANAIMO CULTURAL OPERATING GRANT APPLICATION GUIDELINES

City of Nanaimo - Cultural Policy Statement

The City of Nanaimo recognizes the integral contribution generated by arts and cultural activities to the City's economic and social progress and the value of artistic and cultural expression and enjoyment by its citizens. To these ends, the City of Nanaimo affirms its ongoing commitment to encourage and support an active and successful arts and culture sector within the community.

This is an application for the City of Nanaimo Cultural Operating Grants available to Nanaimo non-profit arts and cultural organizations. Before completing the application form, please read all information regarding eligibility and guidelines. If you require further information please call the Manager of Recreation and Culture Services – 250-756-5200.

Deadline:

Applications for the following year must be received by November 1st of the current year.

Cultural Operating Grants

Eligibility Guidelines

1. These grants are only open to arts and cultural organizations registered as non-profit societies in British Columbia in good standing with the registrar and based in Nanaimo.
2. Grants are intended for arts and cultural organizations, not for religious, sports, or social service groups; nor for groups whose primary purpose is to educate through course work, and/or training, as distinct from those that educate through community outreach and programming.
3. Only activities related to arts and culture are eligible – these activities must have a high standard of artistic quality, be open to the public and publicized city-wide. The following activities are not eligible: club or community centre programs, conferences, tours, or any form of staff training. Grant funds may not be applied to scholarships or bursaries, capital expenses, nor to reduce or eliminate existing accumulated deficits.
4. Grants are given to defray a portion of the expenses of organizations that also receive revenue from other sources (ticket or membership sales, donations from private sector, and support from foundations and other levels of government.) The applicant must have completed at least one full year of operation, provide an audited or independently prepared financial statement for the organization's most recently completed fiscal year and firm program proposals and budget forecast for the following year.

- o *New and Emerging Organizations who have applied but are not yet registered as a non-profit organization or who have not completed one full year of operation must produce letters of support or demonstrated community interest. **Maximum grant for emerging groups is \$2,000.***
 - o *Organizations applying for funding of \$15,000 or greater and/or three-year operating funding, must include a three-year program plan and three-year proposed budget, including detail of anticipated funding from Canada Council, BC Arts Council and other funding sources.*
5. Grants are to be applied to annual operating expenses and will not be given to assist with a specific event or festival. (Event and festival funding is available through the Arts and Cultural Events Fund)
 6. To be considered for a grant, an organization must complete the application form and provide all documents requested.
 7. The applicant must adhere to sound standards of corporate governance.
 8. The organization must acknowledge the contribution from the City of Nanaimo in any brochures or pamphlets.

Please note: The term of a Cultural Fund Grant is 12 months, and only one application per category per year will be accepted. ***Not all organizations meeting the above criteria will automatically receive a grant. And having received a grant amount in one calendar year does not guarantee the same amount in subsequent years.***

Three-Year Operating Funding

Three-Year Operating Funding is available to established not-for-profit professional arts organizations that have been in existence for at least four (4) years. In order to be eligible, applicants must have received at least one annual grant through the City of Nanaimo's Cultural Funding Program. The organization must have an arts mandate, be recognized for excellence in their artistic discipline, provide annual programming to the community, demonstrate long-range financial stability and be able to articulate long-term artistic visioning and planning.

Definition of Professional Organization: Those organizations that employ professional artists and pay industry standard artist fees and that have paid competent artistic and administrative leadership.

Evaluation Guidelines Assessment Criteria

~~In addition to demonstrated financial need,~~ The following considerations are used to assess requests for **cultural operating** grants:

1. _____ **4. Quality of Programs:** This includes artistic achievement presentations and programs.
2. _____ **Nanaimo cultural planning and development objectives:** How well do the activities of the organization that are being funded by this grant meet the goals, strategies and objectives of the Nanaimo Cultural Plan.
2. **Organizational competence:** Benchmarks include general administrative competence, a

functional board, clear mandate and policies, strategic planning, good personnel management, artist remuneration appropriate to the art-form and fundraising effectiveness.

3. **Financial management:** Accountability, financial track record, current financial status, and ability to secure revenue from sources other than the City are evaluated.
4. **Social Enterprise:** "Social enterprises are businesses operated by non-profits with the dual purpose of generating income by selling a product or service in the marketplace *and* creating a social, environmental or cultural value." (<http://www.enterprisingnonprofits.ca/>)
4. **Community relevance:** In addition to an assessment of general community access and levels of participation, consideration is given to cooperation with other artists, arts organizations, and community agencies: responsiveness to cultural diversity; involvement with priority groups and neighborhoods.
5. **Economic impact:** Benefits to the community's economy through employment, rentals, purchases and sales stimulated by your organization's activity/project will be considered. Please ensure to provide specific details including ticket sales, out of town attendees, funds spent locally for employment, supplies and venue rentals.
6. **Audience development:** Applicants' initiatives in marketing and promotion, school and community outreach, and strategic programming are considered. Please highlight the achievements of last year's programs.
7. **Accountability:** Organizations successful in obtaining a City grant for the preceding year will be asked to complete a final report on the previous year's activity or project and to enclose it with the current application. Please use the grant eligibility and evaluation guidelines when completing your report. *Applicants will not be considered for any future grant request until this report has been submitted.*
8. **Adjudication process:** The Cultural Committee screens applications according to eligibility and reviews / evaluates each accepted application according to the Assessment Criteria. and The Committee makes their recommendations to the Parks, Recreation and Culture Commission which then makes recommendations to City Council for the distribution of grants from the City of Nanaimo Cultural Fund. Council decisions are final.

Appeals

Statement of Purpose: The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original Advisory Committee had all the correct information and used the appropriate criteria to make their recommendation. **The Grants Advisory Committee will not revisit the actual decisions, i.e. whether the correct amount was granted.**

Criteria for Allowing an Appeal:

- Was the original advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- Did the original committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Parks, Recreation and Culture Commission), thereby giving the applicant time to respond?

- Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- Did the original advisory committee determine the application should be reconsidered based on this new/different information?



**CULTURAL OPERATING GRANT
APPLICATION FORM**

DEADLINE FOR APPLICATIONS – 5:00 P.M., NOVEMBER 1ST

Grant Categories (check the applicable box below):

- ☐ Operating – Established Organizations applying for less than \$15,000
- ☐ Operating – Established Organizations applying for greater than \$15,000
- ☐ Three-Year Operating – (Professional Organizations)
- ☐ New and Emerging Maximum Operating Grant: \$2,000

GENERAL INFORMATION...

Legal Name of Organization: _____

Mailing Address: _____ **Postal Code:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Contact Person: _____ **Position:** _____

Society Registration Number: _____ ~~Ins your society in~~ good standing with the Registrar:
 _____ Yes _____ No _____

Registered Charity: Yes _____ No _____

Fiscal year for grant: _____ **Total grant requested for fiscal year:** _____ **Total budget for fiscal year:** _____

Has your organization applied for other City of Nanaimo funding? If so, please list the type and amount of funds requested for next year.

<u>Name of Grant</u>	<u>Amount</u>	<u>Approved</u>

Application Procedures re: Cultural Operating Grant

Instructions for Applicants:

- A. Supply concise and up-to-date information, include all the relevant documents requested, **and limit attachments to the number of pages indicated on the grant questionnaire.** *Please note that incomplete applications may not be considered for funding. Font must be a minimum of 10 point. No staples please – applications will be photocopied for Committee members.*
- B. Return the completed and signed original form and attachments to:
“Cultural Operating Grant Applications”
c/o Nanaimo Parks, Recreation and Culture
500 Bowen Road
Nanaimo, BC V9R 1Z7
- C. Please include the following documents with your application and number the attachments in your application as per the listing below:
1. **Briefly describe the operation and history of your organization. Maximum one page.**
 2. **Describe the specific cultural activity or project(s) to which the grant funding would be applied; describe the value need for of this activity in-to the community and the level of community involvement. Maximum two pages.**
 3. **Organizations applying for funds of \$15,000 or greater are required to include a brief summary of their strategic plan. Organizations applying for less than \$15,000 are encouraged to include a brief summary of their strategic plan. Maximum two pages. Your strategic plan should include the following information if it is not provided elsewhere in your application:**
 - Mission or Vision statement
 - Specific plans for development or growth
 - How will development be funded?
 - Specific fundraising and revenue generating activities
 4. **Describe the organizational structure of your organization including staffing complement (volunteer and paid), membership and facilities: both office space and performance/display venues used. Maximum one page.**
 5. **Describe current and planned approaches to audience development – include program planning, marketing and promotion, school programs, and cooperation with other artists, arts organizations and community groups. Maximum two pages.**
 6. **Please detail your organization’s approach to and participation in community philanthropy. i.e. free or low cost events, distribution of free or low cost tickets et al. Maximum one page.**
 7. **Describe how your activity/project will impact the local economy. Please ensure to provide specific details including ticket sales, out of town attendees, funds spent**

locally for employment, supplies and venue rentals. *Maximum one page.*

8. Copy of the current Society Act Annual Report (form 11)
9. List of organization's current directors and positions
10. An audited or independently prepared financial statement for the organization's most recently completed fiscal year. (As submitted to the Province in your annual report).
11. Budget:
 - A current budget and proposed budget for next year for organizations applying for less than \$15,000. These organizations are encouraged but not required to use the financial form attached.
 - A current budget and proposed budget for the next three years for organizations applying for funding of \$15,000 or greater and / or three-year funding. These organizations are required to use the financial form attached.
12. Schedule of programs and activities:
 - A schedule of programs and activities for the coming year for organizations applying for less than \$15,000.
 - A schedule of programs and activities for the coming year and proposed changes for the following two years for organizations applying for funding of \$15,000 or greater and/or three-year operating funding.
13. A final report regarding funding previously awarded under this program. Include statistics where applicable and describe how the Cultural Operating Grant assisted your organization in meeting its objectives and in furthering the goals of the Nanaimo Cultural Strategy. *Maximum two pages.* Funding will not be considered if a final report has not been submitted.
14. Sample of a program, poster or brochure of one event in previous or current year.

Further Information?

Contact Manager of Recreation and Culture Services at 250-756-5200.

Where to Send Your Application?

Send completed applications clearly marked:

"Cultural Operating Grant Application"
Cultural Committee
c/o Nanaimo Parks, Recreation and Culture Department
500 Bowen Road
Nanaimo BC V9R 1Z7

Declaration:

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization.

Signature

Position

Date

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Cultural Operating Grant that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project/program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

Signature

Position

Date

Return to:

"Cultural Operating Grant Applications"
c/o Nanaimo Parks, Recreation and Culture
500 Bowen Road
Nanaimo, BC V9R 1Z7

Financial Form for Arts Organizations

Organization Name:

Line #	Operating Budget	Last Year	Current Year		Request	Request	Request
		Actuals	Budget	Projected	Year 1	Year 2	Year 3
1	Revenue						
2	Earned Revenue						
3	Admissions/Box office/Subscriptions						
4	Fees						
5	Workshop/Classes/Conference receipts						
6	Membership dues or fees (not tax receiptable)						
7	Sales and commissions						
8	Other earned revenue						
	(please indicate source and amounts on reverse)						
9	Total earned revenue						
10	Private Sector Revenue						
11	Individual donations						
12	Corporate donations						
13	Corporate sponsorships						
14	Foundation grants and donations						
15	Fundraising events (gross)						
16	Other private sector revenue (please specify on reverse)						
17	Total private sector revenue						
18	Government revenue						
19	Canada Council -Operating						
20	-Project						
21	Other Federal						
22	BC Arts Council -Operating						
23	-Annual						
24	-Project						
25	Municipal -City of Nanaimo						

26 -Other

27 Other government
(please indicate source and amounts on reverse)

28 Total government revenue

29 Other revenue
(please indicate source and amounts on reverse)

30 TOTAL REVENUE (A)

0	0	0	0	0	0

PLEASE PROVIDE DETAILS ON REVERSE

Include brief explanations of Other earned, Other private sector, Other government and Other revenue categories (if used). Also include any other brief explanatory notes that relate to this section of the form. Attach longer notes as an appendix.

Include brief explanations of Other earned, Other private sector, Other government and Other revenue categories (if used). Also include any other brief explanatory notes that relate to this section of the form.

Attach longer notes as an appendix.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Line #	Operating Budget	Last Year	Current Year		Request	Request	Request
		Actuals	Budget	Projected	Year 1	Year 2	Year 3
31	Expenditures						
33	Artistic expenditures, including exhibition, production, technical, programming and services						
33	Artists fees						
34	Artistic salaries (employees)						
35	Production/Technical salaries and fees						
36	Exhibition/Programming/Production expenses						
37	Touring expenses						
38	Professional development programming						
39	Catalogue/Documentation/Publications						
40	Education						
41	Other artistic program & services expenditures (please specify on reverse)						
42	Operating Expenditures						
43	All administrative salaries & fees						
44	Rent or mortgage						
45	marketing & promotion expenses						
46	Fundraising Expenses - Fundraising events (gross)						
47	- Other fundraising						
48	Physical plant/Permanent collection maintenance						
49	Other operating expenditures (please specify on reverse)						
50	Total operating expenditures						
51	TOTAL EXPENDITURES (B)	0	0	0	0	0	0
52	Total Revenue (A)	0	0	0	0	0	0
53	Total expenditures (B)	0	0	0	0	0	0
54	Yearly cash surplus or deficit (C)	0	0	0	0	0	0
55	Items relating to capital						

- 56 Amortization of capital assets (depreciation) (D)
- 57 Amortization of deferred contributions for capital assets (E)
- 58 Yearly surplus or deficit before transfers (F)
- 59 Accumulated surplus or deficit, beginning of year (G)
- 60 Interfund transfers (H) (please specify on reverse)
- 61 Accumulated surplus or deficit, end of year (I)

62 BALANCE SHEET ITEMS (from financial statements) - Last Year Actuals Only

- 63 Current Assets
- 64 Current Liabilities
- 65 Working Capital
- 66 Capital/Fixed Assets
- 67 Designated Funds

PLEASE PROVIDE DETAILS ON REVERSE

Organization's notes to Expenditures and Surplus/Deficit sections of the financial form
Include brief explanations of Other artistic program & services expenditures, Other operation expenditures
and interfund transfers. Also include any other brief explanatory notes that relate to these sections of the
form.
Attach longer notes as an appendix.



Friends of Nanaimo Jazz Society
205 Scarborough Place
Nanaimo, B.C.
V9T 5L3
July 23, 2013

City of Nanaimo Cultural Committee
Nanaimo Parks, Recreation and Culture
2300 Bowen Road
Nanaimo, B.C.
V9T 3K7

To Whom It May Concern:

Regarding: Final Report to the Arts and Cultural Committee for Events Grant

On behalf of the *Friends of Nanaimo Jazz Society*, I would like to thank the City of Nanaimo Cultural Committee for supporting *Jazz Affair L.A. 2013* with a grant of \$1840.00. *Jazz Affair L.A.* was held May 30 and May 31, 2013 at Beban Park Social Centre drawing audience members from the island and lower mainland for a spectacular evening of Jazz. We are so grateful to have support of the City of Nanaimo Cultural Committee for this annual event.

A Jazz Affair is an annual fundraising event which offers live jazz all evening, and great food. Headliners this year included Steve Maddock, Jodi Proznick, Tilden Webb, Hans Verhoeven, and the Nanaimo Musicians' Association. Student bands and combos from Wellington and Kwalikum stepped onto the stage as well. Attendees participated in fundraising activities including a silent auction with over 100 business donations from our community.

Local businesses were most generous in offering support for sound equipment, food services, and reduced print costs. A team of seventy-five volunteers including parents of music students, teachers and students came together to create a wonderful event for the one hundred sixty-nine people in attendance. Please find attached a financial summary as prepared by Ms Lisa Desprez, treasurer.

Funds raised at this event support young musicians in our community. The *Friends of Nanaimo Jazz Society* offered Artists in Residence to provide workshops and clinics, individual lessons and performance opportunities for students. The *Society* also provided

two \$650.00 scholarships to Grade Twelve students pursuing post secondary music studies, five \$100.00 scholarships to Grade Eight students continuing to participate in band classes, and eight summer school scholarships for jazz students pursuing further studies.

We thank the City of Nanaimo Cultural Committee for supporting the mission of the Friends of Nanaimo Jazz Society- to foster the development of young jazz musicians in the City of Nanaimo. Your financial support brings our community together to honour our young musicians and over the years has brought Nanaimo Jazz to the international stage. We look forward to planning *A Jazz Affair 2014*.

Yours truly,

Andruski-Collins

Sharyn Andruski-Collins
President

FRIENDS OF NANAIMO JAZZ SOCIETY

JAZZ AFFAIR L.A. - May 31st, 2013

Treasurer's Report:

2012 ACTUAL	REVENUE	2013 ACTUAL
\$5,448.70	Admission Ticket Sales	\$3,961.00
\$3,511.97	Concessions	\$2,811.68
\$3,272.19	Silent Auction	\$4,376.56
\$525.00	Program Advertising Sales	\$800.00
\$70.00	Donations	\$500.00
\$716.50	Gaming	\$495.00
\$1,600.00	City of Nanaimo Grant	\$1,840.00
\$15,144.36	TOTAL REVENUES	\$14,784.24
2012 ACTUAL	EXPENSES	2013 ACTUAL
\$1,813.89	Concession Supplies	\$1,320.65
\$1,461.56	Facility Rental	\$1,256.10
\$3,819.41	Performers	\$5,014.07
\$125.00	Permits	\$334.54
\$76.03	Advert/Acknowledgements	\$65.30
\$182.56	Program Printing	\$228.20
\$319.68	Decorations	\$531.68
\$7,798.13	TOTAL EXPENSES	\$8,750.54
\$7,346.23	NET	\$6,033.70

City of Nanaimo

REPORT TO THE CULTURAL COMMITTEE

DATE OF MEETING: 2013-SEP-04

AUTHORED BY: JULIE BEVAN
POET LAUREATE SELECTION COMMITTEE

RE: POET LAUREATE SELECTION

COMMITTEE RECOMMENDATION:

That the Cultural Committee recommend that the Parks, Recreation and Culture Commission recommend that Council:

1. Approve the selection of Naomi Beth Wakan as Nanaimo's inaugural Poet Laureate.
2. That a sub-committee consisting of members of the Cultural Committee and members of the community be established to support the work of the Poet Laureate over the course of her term.

PURPOSE:

To obtain Commission and Council approval for the selection of the Poet Laureate.

BACKGROUND:

Seven applications were received for the position of Poet Laureate. The selection committee consisted of two members of the Cultural Committee and a representative from the community, Deborah Graham. Deborah is an English teacher and librarian for School District #68. The selection committee met twice, and also received input from Kathleen Darby, Executive Director of the Nanaimo Conservatory of Music, who has extensive professional experience in the cultural sector. Although she was unavailable to attend meetings, Kathleen contributed to the selection process by evaluating applications and providing her analysis. Kim Goldberg, a well-regarded local writer and organizer, also contributed to the process by providing feedback on the initial request for proposals, circulating and promoting it in the community, and acting as a reference for nominees.

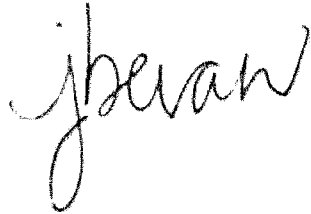
After an initial review of the applications and discussion, the Selection Committee shortlisted two candidates for interviews. After meeting with both candidates the Committee recommends that the Cultural Committee put Naomi Beth Wakan forward for appointment to the position of Poet Laureate.

Wakan is a prolific writer, has published extensively, and is a respected member of the local literary community. She has a range of concrete ideas to bring to the role of Poet Laureate and

a demonstrated ability to deliver. Some of her ideas include monthly meetings with groups, annual workshops, the publication of an anthology of work by local poets, and participation in important civic events and festivals to read her work and the work of other poets.

The Selection Committee discussed the issue of how Wakan will be supported in the role of Poet Laureate. Besides requiring physical transportation from the Gabriola ferry terminal, Wakan will need help to facilitate and administer some of her proposed activities. The Selection Committee suggested that a Poet Laureate sub-committee, supported by City Staff, could be tasked with assisting Wakan for the duration of a three year term. Deborah Graham has offered to contribute on a volunteer basis to support the position and act as a primary liaison. The sub-committee would work with the Poet Laureate to develop a plan for each year; assist with booking/organizing of venues; connect with community organizations, events and festivals that might be interested in hosting a visit by the Poet Laureate; work to administer and promote the role of the Poet Laureate's in Nanaimo.

Respectfully submitted,



Julie Bevan
POET LAUREATE SELECTION COMMITTEE

Concurrence by:



Suzanne Samborski
SENIOR MANAGER
RECREATION AND CULTURE SERVICES

2013-SEP-04

File: A2-11 / A2-11-3

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RECEIVED
AUG 28 2013 10 AM
EJS.



REQUEST TO APPEAR AS A DELEGATION

ON 2013 - SEPT. - 4
year month day

NAME OF PERSON MAKING PRESENTATION: <u>GREG LARGE</u>			
Print			
ADDRESS: _____			
street address		City	Province
Postal Code			
PHONE: _____		FAX: _____	
home		business	
NAME OF APPLICANT IF OTHER THAN ABOVE: <u>AS ABOVE</u>			
DETAILS OF PRESENTATION:			
TO AMEND THE RULE OF NOT CONSIDERING			
A DECEASED PERSON FOR A CULTURAL AWARD			
& HAVING THEIR PICTURE PLACED IN THE PORT			
PLACE THEATRE. (CULTURAL OR HONOUR IN CULTURE)			

PLEASE NOTE

- **Electronic presentations** must be provided on a CD or by e-mail no later than 9:00 a.m. the day of the Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- **Multiple speakers** on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18.6 of the Council Procedure Bylaw.

Parks, Recreation and Culture Department
500 Bowen Road, Nanaimo BC V9R 1Z7

Phone: (250) 755-7511
Fax: (250) 753-7277
parks@nanaimo.ca

Laura Large (nee Gogo)
55 River Terrace,
Nanaimo B.C.
V9X 1E1
Tel. # 250-753-6091
email - intrepid.1@shaw.ca

Aug. 28/13

Nanaimo Cultural Committee Members

I am speaking today to have the rule of not allowing deceased persons to be considered for a Cultural award and to amend this rule to allow deceased persons their claim to fame in being recognized for their contributions to Nanaimo in the entertainment field. Each deceased person should be judged on their accomplishments and what they have done for Nanaimo. As time passes, the future generations will not know or will have forgotten much of the history of the notable entertainers and the contribution that they have made. We need to have a display (pictures) to remind the patrons of Port Place Theatre who and what they were. I am speaking for the inclusion of Ken Gogo to have this consideration.

Ken was extremely well known for his contributions to the musical and acting career in Nanaimo and it would really be a shame to let his passing and talent go unrecognized. Though some of the committee members may have been too young to know of Ken's early career, but many of us know and love his singing and acting. He had such a beautiful voice.

This native born son of the second generation pioneers, was an active member of the following list of drama groups.

- 1) Harewood Community Players.
- 2) St. Peters Players.
- 3) Yellow Point Drama Group.
- 4) Pacific Players.
- 5) Nanaimo Theatre Group.
- 6) One of the founding members of the Nanaimo Film Commission.

Ken also worked for C.H.U.B. (now a defunct radio station in Nanaimo)

His acting performances, especially musicals, have been thoroughly enjoyed by audiences and many of the performing arts people and used as an inspiration by many of the next generation of performers inclusive of those in his immediate family. He was one of actors of Nanaimo chosen by Richard Savage (University of Saskatchewan drama department), to take an acting part in the film of "Brothers 12". This was a big time mystery and real occurrence in Nanaimo and Yellowpoint. Ken was also very active in "Shakespeare Plus" at Malaspina College. He also played a major role in the big production of "Fiddler On The Roof" at Wellington High School Auditorium along with many other cast members. This was a public performance.

Ken produced and acted in the film aired on Shaw "Rockin Horse for Charlie". In the Baily Theatre, He acted in the original cast of "He Never Sang for His Father". He also produced and marketed a video of "A Post Card of Nanaimo" with his and his partner's company "Sondo Video".

For the generations that are now adults, Ken may have been remembered for his portrayal of "Santa Clause" on Shaw T.V. He listened to all the children phoning in about what they wanted for Christmas. This was live on T.V. How much the children of that era enjoyed talking to him and seeing it broadcast live on Shaw. Ken played St. Nicholas at Multicultural Children's parties at schools.

Ken was also responsible for providing musical entertainment at the Polar Bear Swim since it's founding 40 or many more years ago with his friend "Frank Ney". His son and friends have carried it on the tradition on.

Ken provided entertainment for the Nanaimo Bathtub Race in the earlier days and also the Protection Island Swim. Some of Ken's happiest memories were when Frank Ney used to say to him was "grab your guitar or banjo because we are going out tonight to entertain some new investors to Nanaimo". Ken always showed up to make their visit enjoyable with his talent.

With one or more of his talented family members, he entertained as an actor and comedian at the Port Theatre in one of one their plays. He also entertained at Dinner Theatre clubs for many years. Ken entertained at many Care facilities with his wife (Dodie Gogo). On St. Patricks Day, he was billed as the "Largest LePrechaun" in the world. Ken was a very stout and tall fellow.

His other community accomplishments are:

- 1) He sang several songs at the Cenotaph for the service each Remembrance Day in Nanaimo, Lanceville and for the Korean War Vets for many years.
- 2) Entertained as a community service at;
 - a) Malaspina Gardens
 - b) Kiwanis Village Lodge
 - c) Travellers Lodge
 - d) Woodgraove Manor
 - e) Long Lake Chateau
 - f) Berwick Lake
 - g) Dufferin Place

"Mr. Entertainment" has give everthing to his trade in this town to the residents and visitors to Nanaimo and deserves to has his day and for his dream too have his recognition by having his picture placed inside the Port Theatre. I believe that as an individual in Nanaimo's history and in the entainment field that he has given so much of himself that not to honor his life would be a grave injustice. This honor if given, would be to say "You really are Mr. Entertainment".

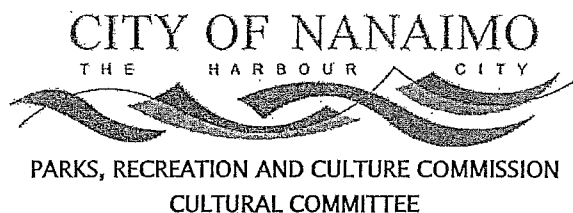
After all, is not the Port Place Theatre a place of entainment and the recognition of those that helped bring it about? Ken Gogo deserves to have his day and to keep him in the memories of those that have enjoyed his active and beautiful voice for decades. To see one of Nanaimo's Icons of talent pass without recognition into oblivion would be shameful.

I have many newspaper clippings that depict Ken Gogo's talents and accomplishments.

Sincerely

Laura Large (Gogo)

To Jackie Farrell
Bowen Park



RECEIVED
AUG 28 2013
1248 pm CL.

REQUEST TO APPEAR AS A DELEGATION

ON 2013 - 09 - 4th
year month day

NAME OF PERSON MAKING PRESENTATION: <u>Thelma Bradbury</u> Print			
ADDRESS: _____ street address City Province Postal Code			
PHONE: _____ home business		FAX: _____	
NAME OF APPLICANT IF OTHER THAN ABOVE: _____			
DETAILS OF PRESENTATION:			
I Thelma Bradbury would like the			
City of Nanaimo Cultural Committee to			
consider my parents Robert and Lillian			
Booth to be considered for 2013 Cultural			
Awards.			

PLEASE NOTE

- **Electronic presentations** must be provided on a CD or by e-mail no later than 9:00 a.m. the day of the Meeting.
- Please submit a written copy of your presentation to the Recording Secretary either at, or prior to, the Meeting.
- **Multiple speakers** on a single issue or topic shall be given 5 minutes each to make their presentations as per Section 18.6 of the Council Procedure Bylaw.

Parks, Recreation and Culture Department
500 Bowen Road, Nanaimo BC V9R 1Z7

Phone: (250) 755-7511
Fax: (250) 753-7277
parks@nanaimo.ca