

**AGENDA FOR THE REGULAR RECREATION COMMITTEE MEETING  
TO BE HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
TUESDAY, 2009-NOV-10 COMMENCING AT 3:00 P.M.**

**\*PLEASE NOTE DAY OF WEEK AND TIME CHANGE\***

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1. **CALL THE REGULAR RECREATION COMMITTEE MEETING TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

*Motion to adopt agenda.*

4. **ADOPTION OF MEETING NOTES:**

- (a) Notes of the Regular Recreation Committee Meeting held Wednesday, 2009-SEP-09 at 3:00 p.m. in the Bowen Park Complex Conference Room.

Pgs.  
009 - 012

*Motion to adopt minutes of 2009-SEP-09.*

5. **DELEGATIONS: (10 MINUTES)**

6. **CHAIR'S REPORT:**

7. **REPORTS OF ADVISORY BODIES:**

*Motion to receive all Advisory Body reports.*

8. **STAFF REPORTS:**

- (a) **Community Program Development Grant and Beban Barnyard**

Pgs.  
013 - 023

*Staff's Recommendation: That the Recreation Committee recommends the Parks, Recreation and Culture Commission to:*

- *approve the draft "Community Program Development Grant Guidelines and Application for Funding" document; and,*
- *direct staff to implement the document and work with the Cedar & District 4-H Club to submit their request for Beban Barnyard funding under the umbrella of this grant.*

*Motion to adopt recommendation.*

9. **INFORMATION ONLY ITEMS** (Staff reports):

*Motion required to receive information only items.*

10. **CORRESPONDENCE:** (Action)

**CORRESPONDENCE:** (Information)

*Motion to receive all Correspondence.*

11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

- (a) Sport Tournament Fund – Review of applications and allocation of funds for the second intake of 2009 applications.

Binders

*Staff's Recommendation: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission fund the Nanaimo Ebbitides request from the 2009 Volunteer in the Park 2009 budget to the amount of \$5,000.00.*

*Motion required to adopt recommendation.*

13. **UNFINISHED BUSINESS:**

14. **QUESTION PERIOD:**

15. **ADJOURNMENT:**

**NOTES OF THE REGULAR RECREATION COMMITTEE MEETING  
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM  
WEDNESDAY, 2009-SEP-09, COMMENCING AT 3:00 P.M.**

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PRESENT: Commissioner Diana Johnstone, Chair  
Commissioner Shirley Lance  
Commissioner Dawn Burnett  
Commissioner Janet Cowling

REGRETS: Commissioner Gisele Rudischer

Staff: S. Samborski  
E. Williams

Robin Tweed, Recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 3:12 p.m.

2. INTRODUCTION OF LATE ITEMS: (None.)

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MEETING NOTES:

- (a) Meeting Notes of the Regular Recreation Committee Meeting held Wednesday, 2009-MAY-20 at 4:00 p.m. in the Bowen Park Complex Conference Room.

It was moved and seconded that the meeting notes of 2009-MAY-20 be adopted as circulated. *The motion carried unanimously.*

5. DELEGATIONS: (None.)

6. CHAIR'S REPORT:

Discussion was held regarding the meeting start time change. A formal motion was made for Parks, Recreation and Culture Commission approval.

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission approve an amendment of the Recreation Committee start time from 4:00 p.m. to 3:00 p.m. for all future meetings to be held, as required. *The motion carried unanimously.*

7. STAFF REPORTS:

(a) Grant Allocation and Criteria Revisions

DISCUSSION:

Arts, Cultural and Festival Events Guidelines:

The Title of the Guidelines document should read "Arts, Cultural and Festival Events Grant", rather than "Arts and Cultural Events & Festivals Grant".

Under Eligibility Criteria, text should include "social and" in the "The event should demonstrate a good potential for an economic impact on Nanaimo." to read, "The event should demonstrate a good potential for a social and economic impact on Nanaimo."

Under Review Process, "The Recreation Committee" should read "The Cultural Committee".

Staff Recommendations: That the Recreation Committee recommend that the Parks, Recreation and Culture Commission approve that:

- (i) the Arts and Cultural Events grant program now include all community festival applications, and be renamed to the "Arts, Cultural and Festival Events Grant";
- (ii) the Tournament and Festival Grant only review Sport Tournament grant applications and be renamed to "Sport Tournament Grant";
- (iii) funds in the amount of 30% be transferred to the Arts, Cultural and Festival Events Grant from the Sport Tournament Grant to accommodate the increased demands on the Arts, Cultural and Festival Events Grant; and,
- (iv) the grant criteria be updated to reflect the revised grant allocations.

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

It was moved and seconded that the Recreation Committee recommend that the Parks, Recreation and Culture Commission request that the Cultural Committee review the revised Arts, Cultural and Festivals Event Grant Guidelines and Applications for Funding to ensure that the Festival funding falls into the appropriate categories and guidelines as determined by the Cultural Committee. The motion carried unanimously.

8. INFORMATION ONLY ITEMS (staff reports):

(a) Fees and Charges Process – verbal report for discussion

Staff brought forward for review and discussion the matter of the Fees and Charges document and process, which historically, has been reviewed and updated approximately every three years. Staff is working on the initial draft which they anticipate will be presented to the Recreation Committee in January or February for review and recommendations. The document timeline is May, 2010, for Parks, Recreation and Culture Commission, for presentation to Council in June, 2010, with the document being included in the new Leisure Guide in July, 2010.

9. CORRESPONDENCE: (Action) (None.)

CORRESPONDENCE: (Information) (None.)

10. NOTICE OF MOTION: (None.)

11. OTHER BUSINESS: (None.)

12. UNFINISHED BUSINESS: (None.)

13. QUESTION PERIOD:

(a) Disc Golf Tournament – registration lower than hoped, but there were approximately one hundred participants. The British Columbia Representative was here for the Tournament. In B.C. Nanaimo and Kamloops are “neck and neck” for the best Disc Golf course in the Province. Chair Diana Johnstone wished to congratulate all staff for their organization and efforts towards making this Tournament success.

(b) Provincial Budget / BCRPA – operating grant and activities communities grants were cut. This will not result in direct impact on department programs and services. Chair Diana Johnstone suggested that the Committee write a letter to the Provincial Government in support of the BCRPA, with resulting discussion being that it would be more appropriate that Mayor and Council consider sending a letter in support of the BCRPA.

14. ADJOURNMENT:

It was moved and seconded at 4:24 p.m. that the meeting adjourn, with the next Meeting of the Recreation Committee to be held, if required, Wednesday, 2009-OCT-14, commencing at 3:00 p.m., in the Bowen Park Complex Conference Room.

The motion carried unanimously.



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Diana Johnstone, Chair  
Recreation Committee

CERTIFIED CORRECT:



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S. Samborski, Senior Manager  
Recreation and Culture Services  
Parks, Recreation and Culture

APPROVED FOR DISTRIBUTION:



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R. Harding, Director  
Parks, Recreation and Culture

REPORT TO: THE RECREATION COMMITTEE

FROM: SUZANNE SAMBORSKI, SENIOR MANAGER RECREATION & CULTURE

**RE: COMMUNITY PROGRAM DEVELOPMENT GRANT AND BEBAN BARNYARD**

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RECOMMENDATION:

That the Recreation Committee recommends to the Parks, Recreation and Culture Commission to:

1. approve the attached draft "Community Program Development Grant Guidelines and Application for Funding" document; and,
2. direct staff to implement the document and work with the Cedar & District 4-H Club to submit their request for Beban Barnyard funding under the umbrella of this grant.

EXECUTIVE SUMMARY:

As part of the 2009 Parks, Recreation and Culture Operating Budget planning process, staff recommended that the Cedar & District 4-H Club \$6,000 line item funding be reduced to zero over a three-year period.

Parks, Recreation and Culture Commission directed staff to create a funding program that would allow groups such as the Cedar & District 4-H Club to apply for funding on an annual basis.

There are numerous not-for-profit clubs and organizations in our community who would benefit from, and would like to receive, annual funding from the City of Nanaimo. Unfortunately, this is not realistic or possible given the ongoing financial restrictions and challenges faced by local government.

For this reason, staff recommend that the Recreation Committee recommends that the Parks, Recreation and Culture Commission approve the attached draft "Community Program Development Grant Guidelines and Application for Funding" document and direct staff to implement the document and work with the Cedar & District 4-H Club to submit their request for Beban Barnyard funding under the umbrella of this grant.

BACKGROUND:

As part of the 2009 Parks, Recreation and Culture Operating Budget planning process, staff recommended that the Cedar & District 4-H Club \$6,000 line item funding be reduced to zero over a three-year period.

Parks, Recreation and Culture Commission directed staff to create a funding program that would allow groups such as the Cedar & District 4-H Club to apply for funding on an annual basis. The program would expect groups to: outline why the funding is needed; identify how

the group is working toward long-term sustainability; research and identify additional funding sources; and, demonstrate ongoing commitment to delivering a relevant and needed service.

At present, the dollars associated with the grant are \$6000, which is a re-direction of funds from the Beban Barnyard line item. There is room to grow this program through higher service level requests as part of the budget planning process.

Beban Barnyard (formerly Bowen Barnyard) is currently operated by the Cedar & District 4-H Club with assistance from Nanaimo Parks, Recreation and Culture. Historically, funding has been provided to this group as a line item in the operating budget. There has not been an expectation for reporting back to the City to assist in evaluating the success of the program, nor has there been an expectation for the Cedar & District 4-H Club to look for other funding partners or assistance.

There are numerous not-for-profit clubs and organizations in our community who would benefit from, and would like to receive, annual funding from the City of Nanaimo. Unfortunately, this is not realistic or possible given the ongoing financial restrictions and challenges faced by local government.

For this reason, staff recommend that the Recreation Committee recommend that the Parks, Recreation and Culture Commission approve the attached draft "Community Program Development Grant Guidelines and Application for Funding" document and direct staff to implement the document and work with the Cedar & District 4-H Club to submit their request for Beban Barnyard funding under the umbrella of this grant.

Respectfully submitted,



Suzanne Samborski, Senior Manager  
Recreation and Culture



**COMMUNITY PROGRAM DEVELOPMENT  
GRANT  
GUIDELINES  
AND  
APPLICATION FOR FUNDING**



## **COMMUNITY PROGRAMS DEVELOPMENT GRANT APPLICATION**

### **General Information**

The City of Nanaimo wants to work with community groups and partners to seed new or expanded programs that provide increased opportunities for residents to participate and connect in the community.

The City encourages community groups to build on their success and expertise in developing programs that enhance residents' exposure to a variety of experiences.

It is anticipated that groups will become self-sustaining. The purpose of this grant program is not for long-term funding.

To qualify, groups must identify:

- the goals and objectives of the project or program
- target audience
- clear success measures,
- how the project or program benefits the community,
- how the group will sustain the program or event in the long term,
- marketing or promotion plan if applicable
- funding sources and partners and;
- evaluation criteria and tools.

Nanaimo Parks, Recreation and Culture had a budget of \$XXXX for Community Programs Development grants to assist groups in providing community educational or experiential opportunities. When making your application, please remember that our objective is to assist as many groups as possible.

Any amateur non-profit organization is eligible for funding. Charitable status is not necessary.

Private or commercial organizations are not eligible.

All applications for funding should be clearly marked "Community Programs Development Grant Applications" and submitted to Nanaimo Parks, Recreation and Culture, 500 Bowen Road, Nanaimo BC V9R 1Z7.

### **Application Timeline**

Applications for the following year must be received by May 1<sup>st</sup> of the current year.

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 Selection Committee will determine if late requests warrant special consideration.

Applications after this date will only be considered if there are unused funds.

## **Application Criteria**

- The program fills a void in the community and provides experiential opportunities for participants.
- The program targets specific community benefit and measures the success of the endeavor by using submitted evaluation criteria and tools.
- Preference will be given to programs that will be ongoing and have potential as a good long-term investment for the City and are able to demonstrate a plan to sustain the program in the long-term through fees, alternative funding and/or partners. This grant is designed specifically to assist community groups to enhance the lives and experiences of fellow residents.
- The program must be sustainable and produce long-term benefit in the community.
- Has potential to offer short-term employment for student youth.
- Any organizations receiving operational funds from the City of Nanaimo will not qualify for Community Program seed funding.
- Preference will be given to new applications. Applications for the same project or program funding in consecutive years will be considered where there is clearly identified change or expansion of the project or program.
- The applicant must adhere to sound standards of corporate governance where applicable.

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

## **Who Can Apply?**

1. Generally, organizations requesting funding will be established non-profit organizations, neighborhood groups or other bodies with experience in organizing programs and managing funds. Groups or individuals that do not fit these criteria have an opportunity to receive funding at the discretion of the Recreation Committee.
2. Applicants must be able to demonstrate a broad community participation or significant potential audience.
3. Applications will be considered on the following criteria:
  - Evidence of benefit to the community.
  - Evidence of financial need by the sponsoring organization.
  - Secured commitment from other funding sources.
  - Evidence of long-term viability and sustainability.
  - Demonstration of community support for the project or program 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).
  - Potential community and/or financial impact (i.e. life experience, jobs created, spending, number of visitor days created and how this information will be tracked).
  - Public recognition of the municipal contribution.
  - Level of program profile and media exposure.

Funding for capital expenditures will not be considered.

## **How Funds are Distributed**

Any unallocated grants in a given year will be carried over to the next budget year.

## Review Process

The Selection Committee screens 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?

- Your organization needs to 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.

## 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?

## Further Information?

Contact: Senior Manager, Recreation and Culture Services at 250-756-5200

Send completed applications by May 1st, clearly marked:

"Community Programs Development Grant"  
c/o Nanaimo Parks, Recreation and Culture  
500 Bowen Road  
Nanaimo BC V9T 1Z7



**COMMUNITY PROGRAMS DEVELOPMENT GRANT  
APPLICATION FORM**

**DEADLINE FOR APPLICATIONS – MAY 1<sup>ST</sup>.**

Legal Name of Organization: \_\_\_\_\_

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 Project or Program: \_\_\_\_\_
2. Times and Dates: \_\_\_\_\_
3. Location: \_\_\_\_\_
4. Target Market and Age of Participants: \_\_\_\_\_
5. From where will participants come? (Last year's actual numbers if project or program was held previously: New projects or programs please estimate)

<u>Program Highlights</u>	<u>Age Groups</u>	<u>Attendance</u>
<b>Expected attendance</b>		

6. Is any other organization providing a similar service? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Is this a new program? Yes \_\_\_\_\_ No \_\_\_\_\_
8. How long has your organization existed in Nantolmo? \_\_\_\_\_ Years
9. Briefly outline the purpose or mission of your organization:

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

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

Please also include the following information:

11. One to two typed pages outlining a summary of your idea.
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 idea benefit Nanaimo?
14. How will your program be marketed?
15. How will you evaluate the success of the program?
16. Include a detailed budget of the proposed idea, outlining all revenues including sources and expenditures.
17. Include a financial statement for your organization for the previous calendar year. (Sample statement attached.)
18. Include a list of the 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 project or program. 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 May 1<sup>st</sup>, clearly marked:

Community Programs Development Fund  
c/o Nanaimo Parks, Recreation and Culture  
500 Bowen Road  
Nanaimo, BC V9R 1Z7

## Program Revenue Budget

**Name of Activity:** \_\_\_\_\_

**Sponsored by:** \_\_\_\_\_

- Please provide your best estimate of the revenues and costs of the project or program 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 a project or program 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
	<b><i>Earned Revenue</i></b>	
	Admissions/Ticket Sales	
	Concession/Merchandise Sales (net)	
	On-site cash donations	
	Advertising income	
	Rentals	
	Other	
	<b>Total Earned Revenue</b>	
	<b><i>Fundraising Revenue</i></b>	
	Individual Donations	
	Cash Sponsorships	
	Fundraising Events	
	Other	
	<b>Total Fundraising Revenue</b>	
	<b><i>Government Revenue</i></b>	
	Municipal Grants	
	Provincial Grants	
	Federal Grants	
	Other	
	<b>Total Government Revenue</b>	
	<b>Total Revenues</b>	<b>Line A</b>

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Program Expenses

YEAR Actual 20____ (Previous Year if applicable)	Expense Item	YEAR Projected 20____ To be completed for application
	<b>Administration and Communication Costs</b>	
	Project or Program Coordinator: including estimated hrs. worked	
	Office Staff: including estimated hrs. worked	
	Insurance Costs	
	Fundraising expenses (please specify)	
	Volunteer expenses (please specify)	
	Marketing and publicity (please specify)	
	Other (please give details)	
	<b>Total Administration and Communications Cost</b>	
	<b>Project or Program Costs</b>	
	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)	
	<b>Total Production and Events Costs</b>	
	<b>Total Expenses</b> <span style="float: right;">Line B</span>	
	<b>Net (Line A minus Line B)</b>	