



AGENDA FINANCE AND AUDIT COMMITTEE MEETING

July 11, 2018, 9:00 AM - 12:00 PM

SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. **CALL THE MEETING OF THE FINANCE AND AUDIT COMMITTEE TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**

a. Minutes

3 - 7

Minutes of the Finance and Audit Committee Meeting held in the Boardroom, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC on Wednesday, 2018-JUN-13, at 9:00 a.m.

5. **PRESENTATIONS:**
6. **REPORTS:**

a. Heritage Façade Grant - 155 Commercial Street

8 - 15

To be introduced by Dale Lindsay, Director of Community Development.

Purpose: To obtain Council approval for a Heritage Façade Grant for the Parkin Block (155 Commercial Street).

Recommendation: That the Finance and Audit Committee recommend that Council:

1. approve a \$8,683.50 Heritage Façade Grant for the Parkin Block located at 155 Commercial Street to repaint the building exterior and recover its existing awnings; and,
2. provide for the \$7,978.04 Heritage Façade Grant shortfall through a budget transfer from the Heritage Home Grant Program.

b. Community Program Development Grant - Mid-Island Youth & Community Cooperative

16 - 30

To be introduced by Richard Harding, Director of Parks and Recreation.

Purpose: To obtain Council approval of a request for a Community Program Development Grant.

Recommendation: That the Finance and Audit Committee recommend that Council approve the request from the Mid-Island Youth and Community Development Cooperative for a Community Program Development Grant in the amount of \$2,665 to assist in funding a community-based arts and food festival, Food-Art Fun.

7. OTHER BUSINESS:

a. Consideration of Nanaimo Deep Discovery Association Funding Request

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[Note: The following motion was deferred to the Finance and Audit Committee during the 2018-JUN-25 Committee of the Whole Meeting following a request for funding from the Nanaimo Deep Discovery Association.]

“It was moved and seconded that the City of Nanaimo would match contributions towards the Nanaimo Deep Discovery Association, with the Nanaimo Hospitality Association, up to a maximum joint contribution of \$127,575.”

8. QUESTION PERIOD:

9. ADJOURNMENT:

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
BOARDROOM, SERVICE AND RESOURCE CENTER,
411 DUNSMUIR STREET, NANAIMO, BC
WEDNESDAY, 2018-JUN-13, AT 9:00 A.M.

Present: Councillor I. W. Thorpe, Chair
Mayor W. B. McKay
Councillor S. D. Armstrong
Councillor M. D. Brennan
Councillor J. Hong
Councillor J. A. Kipp (vacated at 9:11 a.m.)

Absent: Councillor W. L. Bestwick
Councillor G. W. Fuller
Councillor J. Hong
Councillor W. M. Yoachim

Staff: D. Lindsay, Director of Community Development (arrived 9:10 a.m.)
M. Smith, Manager, Recreation Services (vacated 9:50 a.m.)
L. Mercer, Manager, Accounting Services
J. Rushton, Manager of Purchasing and Stores
W. Fulla, Manager, Business, Asset and Financial Planning
J. Slater, A/Manager Revenue Services
J. Horn, Planner (vacated 9:50 a.m.)
C. Sholberg, Community Heritage Planner (arrived 9:14, vacated 9:39 a.m.)
S. Gurrie, City Clerk
J. Vanderhoef, Steno (arrived at 9:23 a.m.)
G. Whitters, Recording Secretary

1. CALL THE FINANCE AND AUDIT COMMITTEE MEETING TO ORDER:

The Finance and Audit Committee Meeting was called to order at 9:10 a.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Mayor McKay advised that he would be bringing forward an item under Agenda Item - 7(a) Other Business – Update on Policy Changes as Recommended in the KPMG Audit.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, Nanaimo, BC, on Wednesday, 2018-MAY-09 at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

(a) Travel Assistance Grant - VIPL Upper Island Storm U18 Boys Soccer

Introduced by Mary Smith, Manager, Recreation Services.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the request from the Vancouver Island Premier League Upper Island Storm U18 Boys Soccer for a Travel Assistance Grant in the amount of \$250 for five (5) players to attend the BC Provincials Soccer Championships in Richmond, BC, to be held 2018-JUL-05 through 2018-JUL-08. The motion carried unanimously.

(b) Travel Assistance Grant - VIPL Upper Island Storm U17 Girls Soccer

Introduced by Mary Smith, Manager, Recreation Services.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the request from Vancouver Island Premier League Upper Island Storm U17 Girls Soccer for a Travel Assistance Grant in the amount of \$550 for eleven (11) players to attend the BC Provincials Soccer Championships in Richmond BC, to be held 2018-JUL-05 through 2018-JUL-08, 2018. The motion carried unanimously.

(c) Community Program Development Grant - Haven Society

Introduced by Mary Smith, Manager, Recreation Services.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the request from the Haven Society for a Community Program Development Grant in the amount of \$656 to assist in funding summer 2018 recreational activities for outreach clients. The motion carried unanimously.

(d) Heritage Façade Grant - 499 Wallace Street

Introduced by Dale Lindsay, Director of Community Development.

It was moved and seconded that the Finance and Audit Committee recommend Council approve a \$9,715.13 Heritage Façade Grant for the Merchant's Bank of Canada building located at 499 Wallace Street to repaint the building's exterior and install exterior lighting and wrought iron window boxes.

Committee discussion took place regarding:

- previous and current Heritage Façade Grant applications made for this location

- ensuring funds are still available for the other applicants if the grant is not used in time;
- adding 30 or 60-day timeframe to complete work;
- remaining consistent with current policy and if any changes should be made to policy;
- what will happen to the awarded funds if not used within the year by applicant; and,
- maintaining the heritage grant at \$20,000 per year or rolling unused portions into future years.

It was moved and seconded that if work does not proceed on the Merchant's Bank of Canada building within the 2018 budget year that the funds of \$9,715.13 will be available for other applicants in 2018 and rolled over into the 2019 Heritage Façade Grant if unused in 2018. The motion was defeated.

Opposed: Councillors Armstrong, Brennan, and Thorpe.

The vote was taken on the original motion as follows:

It was moved and seconded that the Finance and Audit Committee recommend Council approve a \$9,715.13 Heritage Façade Grant for the Merchant's Bank of Canada building located at 499 Wallace Street to repaint the building's exterior and install exterior lighting and wrought iron window boxes.

The motion carried unanimously.

C. Sholberg vacated the Boardroom at 9:39 a.m.

(e) Opioid Response Funding Applications

Introduced by Dale Lindsay, Director of Community Development.

Committee discussion took place regarding:

- dispersal of the provincial grant of \$100,000 to the Nanaimo Community Action Team (CAT) and substance abuse program to establish a connection between researchers and social services;
- how funds will be allocated; and,
- Mass Spectrometers to analyze contents of street drugs, particularly for fentanyl levels being miniaturized and made available to the public at street level.

It was moved and seconded that the Finance and Audit Committee receive the report titled "Opioid Response Funding Applications" dated 2018-JUN-13, for information. The motion carried unanimously.

- Laura Mercer, Manager of Accounting Services, noted that if a grant is received Finance will need to amend the 2018 budget to include those funds.

J. Horn and M. Smith vacated the Boardroom at 9:50 a.m.

(f) Quarterly Purchasing Report (Single and Sole Source), Instances of Non-Compliance Purchases and Purchases in Excess of \$250,000

Introduced by Laura Mercer, Manager, Accounting Services.

Committee discussion took place regarding:

- the completion of work by Herold Engineering;
- the new conference centre phone system was processed with approval and given to the lowest bidder;
- recent motor vehicle incident and insurance coverage; and,
- why single source purchases were used for power washing.

It was moved and seconded that the report titled “Quarterly Direct Award (Single and Sole Source), Purchases in Excess of \$250,000, and Instances of Non-Compliance Purchases”, dated 2018-JUN-13, be received for information. The motion carried unanimously.

The Finance and Audit Committee meeting recessed at 9:53 with the intention to reconvene at 10:00 a.m.

The Finance and Audit Committee meeting reconvened at 10:04 a.m.

(g) Consideration of New Permissive Tax Exemption Applications

Introduced by Laura Mercer, Manager, Accounting Services.

Committee discussion took place regarding:

- City policy for back-dating tax exemptions;
- City policy for business with tax exemptions that are relocating; and,
- assistance to other lodges.

Janet Mason, Member of the Cavallotti Lodge 2018 Executive Board, spoke regarding difficulty of involving members, aging members unable to maintain property, decrease in hall rentals and the increase in taxes damaging sustainability for this year.

Laura Mercer, Manager of Accounting Services, noted that only \$5,000 is available from the Permissive Tax Fund, if the full grant is to be provided, the remaining \$7,715 would need to come from the Council Contingency Fund.

It was moved and seconded that the Finance and Audit Committee recommend that Council:

1. award a Permissive Tax Exemption for the 2019 tax year to the Nanaimo Unique Kids Organization (NUKO) for property that it leases at 60 Needham Street;
2. award a Permissive Tax Exemption Cash Grant for the 2018 tax year (pro-rated for the period from 2018-MAR-01 to 2018-DEC-31) to the Nanaimo Unique Kids Organization (NUKO) for the property that the organization began to lease on 2018-MAR-01. The value of the cash grant is approximately \$12,715, of which \$5,000 will be provided through a Permissive Tax Exemption Cash Grant and the residual \$7,715 coming from Council's Contingency; and,

- 3 award a Permissive Tax Exemption for the 2019 tax year to the Felice Cavallotti Lodge for property that it owns at 2060 East Wellington Road.

The motion carried unanimously.

Committee discussion took place regarding:

- subsidizing rent and/or tax exemptions for landlords to encourage affordable housing options;
- how to incentivise private recycling companies to accept all types of recycling material; and,
- collaboration between profit, non-profit and City to address the public's recycling needs.

6. OTHER BUSINESS:

- (a) Update on Policy Changes as Recommended in the KPMG Audit

Committee discussion took place regarding:

- the Regional District of Nanaimo's purchasing card policy;
- signing-off on Chief Administrative Officer's expenses;
- Finance Department is working on policy; and,
- establishing a hospitality policy and update the current travel policy.

7. QUESTION PERIOD:

- Tim McGrath re: purchasing card policy and expected date to be presented to Council.

8. ADJOURNMENT:

It was moved and seconded at 10:27 a.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

DATE OF MEETING JULY 11, 2018

AUTHORED BY CHRIS SHOLBERG, CULTURE & HERITAGE PLANNER

SUBJECT HERITAGE FAÇADE GRANT – 155 COMMERCIAL STREET

OVERVIEW

Purpose of Report

To obtain Council approval for a Heritage Façade Grant for the Parkin Block (155 Commercial Street).

Recommendation

That the Finance and Audit Committee recommend that Council:

1. approve a \$8,683.50 Heritage Façade Grant for the Parkin Block located at 155 Commercial Street to repaint the building exterior and recover its existing awnings; and,
2. provide for the \$7,978.04 Heritage Façade Grant shortfall through a budget transfer from the Heritage Home Grant Program.

BACKGROUND

A Heritage Façade Grant application has been submitted by the owner of the Parkin Block (155 Commercial Street) building to repaint the building's exterior and recover its awnings.

The Parkin Block building is currently on the City's Heritage Register, and is listed as a significant heritage building in the Downtown Heritage Conservation Area as contained in the City's Official Community Plan (see Attachment A – Parkin Block Building History and Significance).

Staff have reviewed and evaluated the grant application and note that the proposed project satisfies the relevant requirements and objectives of the Heritage Façade Grant Program (as outlined in Attachment B – Heritage Façade Grant Program Purpose and Conditions).

The proposed exterior rehabilitation work will include repaint of the exterior walls (maintaining the existing colour scheme) and recovering the building's existing awnings (using the same colour scheme) to provide an improved aesthetic appearance for the building. Photos of the condition of the existing exterior walls and awnings can be viewed in Attachment C – Existing Exterior Wall and Awning Condition.

The repaint and awning upgrade is intended to refresh and conserve the appearance of the building consistent with the City's Downtown Heritage Building Design Guidelines and Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada.

The total estimated project cost is \$17,367.00. The project is eligible for up to \$8,683.50 in grant assistance based on the 50/50 cost-sharing model specified under the program, and the maximum façade allotment of \$10,000 per street frontage. In this case, the property faces onto two street frontages.

So far this year, two façade grants have been approved by Council and the Heritage Façade Grant budget has been reduced to \$705.46, which leaves a funding shortfall of \$7,978.04 in order to fully fund the requested grant for this project. Should Council wish to fully fund the grant request as eligible under the grant program, Staff recommend using a budget transfer of \$7,978.04 from the Heritage Home Grant Program. Currently, the program has \$12,000 remaining in its 2018 budget. No applications have been submitted so far this year under the Home Grant Program, and staff feel it is unlikely that an application will be submitted at this time, although the Program will retain a budget of \$4,021.96 which is sufficient to cover one application should it be needed.

Staff believes the additional funding support is merited in this case given the significant heritage value of the Parkin Block building, the weathered condition of the building's exterior paint job and awnings, and the building's high profile on Commercial Street.

It should be noted that the property has not previously received a heritage façade grant.

This property is owned by a business. Under Section 25 of the *Community Charter*, Council may, by an affirmative vote of at least 2/3 of all the members of Council, provide financial assistance to a business for the conservation of a protected heritage property (this property is considered a protected property due to its listing in the Downtown Heritage Conservation Area).

OPTIONS

1. That the Finance and Audit Committee recommend that Council:
 - a) approve a \$8,683.50 Heritage Façade Grant for the Parkin Block located at 155 Commercial Street to repaint the building exterior and recover its existing awnings; and,
 - b) provide for the \$7,978.04 Heritage Façade Grant shortfall through a budget transfer from the Heritage Home Grant Program.
 - **Budget Implication:** The Heritage Façade Grant Program currently has \$705.46 left in its annual \$20,000 budget available to partially cover this amount. In order to provide the full eligible funding, an additional \$7,978.04 is proposed to be transferred from the Heritage Home Grant Program budget.
 - **Strategic Priorities Implication:** The Heritage Façade Grant Program furthers the goals of the Economic Health and Cultural Vitality Community Values of the 2016-2019 Strategic Plan Update, as well as the conservation objectives of the City's Heritage Conservation Program.
2. That the Finance and Audit Committee recommend Council deny the Heritage Façade Grant application.
 - **Policy Implication:** Could create uncertainty about the City's commitment to the grant program's purpose and parameters.
 - **Strategic Priorities Implication:** Would run counter to the City's cultural vitality and heritage conservation objectives.

SUMMARY POINTS

- The building owner has applied for a \$8,683.50 Heritage Façade Grant for the Parking Block building located at 155 Commercial Street to repaint the building's exterior and recover its awnings.
- The total estimated projected cost is \$17,367.00.
- The grant application satisfies the relevant requirements and objectives of the Heritage Façade Grant Program.

ATTACHMENTS

ATTACHMENT A: Parkin Block Building History and Significance

ATTACHMENT B: Heritage Façade Grant Program Purpose and Conditions

ATTACHMENT C: Existing Exterior Wall Paint and Awning Condition

Submitted by:

Chris Sholberg
Culture & Heritage Planner,
Community & Cultural Planning

Concurrence by:

Dale Lindsay
Director, Community Development

ATTACHMENT A

PARKIN BLOCK BUILDING HISTORY AND SIGNIFICANCE

Designed by local architect and contractor Daniel Egdell and built in 1922, the Parkin Block is a very good example of the type of vernacular commercial building built in downtown Nanaimo just after the First World War. The building continues the traditional appearance of the Edwardian-era but has a more eclectic façade treatment. Predominantly stucco, the façade is highlighted by simple brick and detailing that outlines the edges of the building and structural elements.

The Parkin Block is significant for its association with John Parkin, a descendent of Nanaimo's earliest settlers. Parkin was the City's first Fire Chief and continued in that capacity for 40 years

Flanked by newer, lower buildings, the Parkin Block stands out from its neighbours and is very prominent along Commercial Street.

ATTACHMENT B

HERITAGE FAÇADE GRANT PROGRAM PURPOSE AND CONDITIONS

The Heritage Façade Grant Program was created by Council in 2003 as part of the City's Downtown Revitalization Strategy. The program is designed to provide financial incentives to encourage rehabilitation and enhancement of heritage buildings located in the City's downtown core, enliven the streetscape, create a more attractive environment for visitors and tenants, and stimulate investment in the area. The program has been successful at leveraging private investment toward rehabilitating and enhancing the exteriors of historic buildings located in the downtown core.

Façade grants are available yearly on a first-come, first-served basis to significant heritage buildings listed in the Downtown Heritage Conservation Area, as outlined in the City's Official Community Plan. The 2018 grant program budget is \$20,000. Each grant covers up to 50% of a project cost, to a maximum of \$10,000 per building façade facing onto a street. To date, \$317,286.41 has been paid out under the grant program for 34 exterior building façade improvements leveraging \$7,104,557.50 in private investment.

Should Council approve the grant, the following conditions will also apply as specified under the program:

- The project must be fully completed prior to payment of the grant.
- The owner must agree to register a Heritage Conservation Covenant on the property title for a five-year term prohibiting demolition or exterior alteration of the building, unless the City approves these actions.
- Work must be substantially underway within six months of grant approval and completed within one year.
- Work must be of good quality, meet appropriate building/fire codes or approved equivalent, comply with existing bylaws, be conducted in accordance with a valid building permit (if applicable), and pass municipal inspections.
- Work is subject to inspection. If, during the course of the project, it is determined that the work fails to adhere to the program guidelines, then the award of the grant, in whole or in part, may be rescinded.
- Signage crediting the City's funding will be provided and must be displayed for a mutually agreeable period not to exceed three months after the project is completed. Grant recipients may be asked to participate in other promotional efforts as appropriate.
- The applicant shall not involve the City of Nanaimo in any legal action between him/her and any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

ATTACHMENT C

EXISTING EXTERIOR WALL PAINT AND AWNING CONDITION







DATE OF MEETING | JULY 11, 2018 |

AUTHORED BY | MARY SMITH, MANAGER, RECREATION SERVICES
PARKS AND RECREATION |

SUBJECT | **COMMUNITY PROGRAM DEVELOPMENT GRANT – MID-ISLAND
YOUTH AND COMMUNITY DEVELOPMENT COOPERATIVE** |

OVERVIEW

Purpose of Report

To obtain Council approval of a request for a Community Program Development Grant. |

Recommendation

That the Finance and Audit Committee recommend that Council approve the request from the Mid-Island Youth and Community Development Cooperative for a Community Program Development Grant in the amount of \$2,665 to assist in funding a community-based arts and food festival, Food-Art Fun.

BACKGROUND

The intent of the Community Program Development Grant is to assist community groups to develop new or expanded programs that provide increased opportunities for residents to participate and connect with community, and to enhance residents' exposure to a variety of experiences. The grant is intended as seed funding to help get new programs off the ground or to expand existing programs with the hope that the programs become self-sustaining. It is not intended to be long-term operational funding or funding for capital expenditures. A total budget of \$10,000 is available through this fund with applications accepted by November 1 for Spring/Summer programs and May 1 for fall/winter programs, or as funds remain available.

Staff review all Community Program Development Grant applications and forward a recommendation to the Finance and Audit Committee for recommendation to Council.

On 2018-JUN-05, Staff reviewed a Community Program Development Grant application submitted by the Mid-Island Youth and Community Development Cooperative in the amount of \$2,665 to assist in funding a community-based arts and food festival, Food-Art Fun (Attachment A) to take place 2018-AUG-12 on Haliburton Street and the Southend Food Forest. Staff determined that this application met all of the grant criteria and recommend that the Finance and Audit Committee recommend Council approve the application (see Attachment B). |

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the request from the Mid-Island Youth and Community Development Cooperative for a Community Program Development Grant in the amount of \$2,665 to assist in funding a community-based arts and food festival, Food-Art Fun.
 - **Budget Implication:** To date, there has been \$656 allocated or pending from the 2018 Community Program Development Grant contingency funds. If the above grant of \$2,665 is approved, \$6,679 will remain available for any additional 2018 Community Program Development Grant requests.
 - **Engagement Implication:** Supports and facilitates the development of Nanaimo's social and health networks.
2. Deny the Community Program Development Grant application.
 - **Budget Implication:** To date there has been \$656 allocated or pending from the 2018 Community Program Development Grant contingency funds. \$9,344 will remain available for additional 2018 Community Program Development Grant requests.

SUMMARY POINTS

- Funds are allocated yearly for Community Program Development Grants.
- The group applying meets all of the required criteria.
- To date there has been \$656 allocated or pending from the 2018 Community Program Development Grants contingency funds and \$9,344 remains available for 2018 grant requests.

ATTACHMENTS

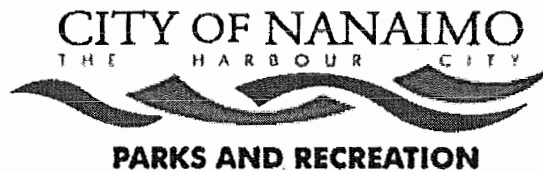
ATTACHMENT A: Community Program Development Grant Application Form
ATTACHMENT B: Community Program Development Grant Evaluation

Submitted by:

Mary Smith
Manager, Recreation Services

Concurrence by:

Richard Harding
Director, Parks and Recreation



Rec'd June 4/18
MS.

COMMUNITY PROGRAM DEVELOPMENT GRANT APPLICATION FORM

DEADLINE FOR APPLICATIONS

November 1st for spring and/or summer programs
May 1st for fall and/or winter programs

Legal Name of Organization: Mid-Island Youth and Community Development Cooperative

Mailing Address: [REDACTED], Nanaimo BC

Postal Code: V9R [REDACTED]

Telephone #1: [REDACTED]

Telephone #2: —

Email: mycdcnanaimo@gmail.com

Contact Person: Larissa Coser

Position: Director / Event Coordinator

Cooperative

Society Registration Number: CP-2196 (If not registered, please leave blank)

Is your society in good standing with the Registrar: Yes ☒ No ☐

Fiscal year for grant: 2018 to 2018

Total grant requested for fiscal year: \$ 2665

Total budget for fiscal year: \$ 4960

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

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

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

1. Name of Project or Program: FOOD ART FUN
2. Times and Dates: August 12th, 2018 - 12:00pm - 4:00pm
3. Location: Haliburton Street and South End Food Forest
4. Target Market and Age of Participants: Family event - All ages
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>
Live music Performances	All ages	300
Professional Story telling	All ages	50
Painting Workshop	All ages	75
Cedar Weaving Workshop	All ages	50
Expected attendance	300	—

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 Nanaimo? 4 Years
9. Briefly outline the purpose or mission of your organization:

My CDC is a non-profit community service cooperative. Our mission is to promote community development and well-being through active participation in community, caring for the land and nurturing a culture of creativity and support. Our mission is accomplished by the active inclusion of youth, marginalized groups and other community members in projects that contribute to the social, environmental and economic sustainability of their communities.

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

	Year	Program and Location	# Attending
1.	2014-2016	South End Food Forest Installation	600
2.	2016-2017	FOOD ART FUN	450
3.	2017	Beaufort Park Food Forest Installation	200
4.	2017-2018	Bayview Edible Educational Ecosystem	400

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.

PLEASE NOTE: A final report and financial statement (1 – 3 pages maximum) 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.



**Community Program Development Grant
Application for remaining funds**

Submitted to:
c/o Nanaimo Parks and Recreation 500 Bowen Road
Nanaimo, BC V9R 1Z7

Mid-Island Youth & Community
Development Cooperative
(MyCDC)

June 1st, 2018

FOOD ART FUN- Art in the Food Forest



1. Project Description & Background

(One to two typed pages outlining a summary of your idea)

Project Description:

Overall, *Food Art Fun* can be described as a community-based arts festival that is context-based and socially conscious. It is a festival where locals contribute with their talents and abilities, enriching our community fabric. It promotes the interconnection between community, nature, creative spaces and art. The festival includes an arts and crafts' market which gives priority to artists and businesses located in the South End. We hope that the festival will help promote a local economy around arts. The market also has a children/youth focus which allows children and youth to sell their art to the community, promoting their own entrepreneurship.

Food security is a major issue in our neighborhood. Merging the concept of art with FOOD (i.e. food production, food sharing, food security) we provide a safe, welcoming and community-based space to discuss, learn and strengthen food security in our neighborhood. We believe as an organization that art is not separate from the local context and needs of our community members. Art can bring community together for social change. Nothing brings people together more than food and the desire to help others.

Festival Goal: Create a thriving, creative, supportive and resilient South End community!

Festival Principles: Diversity, Inclusion, Participation, Community Collaboration and Cooperation

Objectives:

- Create a community-based arts festival that is context-based and promotes the inclusion of all ages, classes, cultures, genders and abilities
- Promote the arts culture and economy in the South End
- Create a festival that attracts large number of local residents and visitors from Nanaimo and beyond

- Raise the profile of the South End as a safe and thriving community
- Increase the capacity of the local community to organize events and plan for the future
- Promote healthy and creative ways to use outdoor public spaces (i.e. the South End community Food Forest)
- Create a festival that is sustainable and that continuously grows each year.



Project Background

Food Art Fun- Art in the Food Forest was launched in 2016 by the Mid-Island Youth & Community Development Coop (MyCDC) in partnership with the South End Community Association (SECA), the AEIOU Art Ensemble, Nanaimo Arts Council (NAC), and Arrowsmith Media.

Food Art Fun was created to complement the community building efforts started with the installation of Nanaimo's first food forest: The South End Community Food Forest. We realized that in order to get people more involved and informed about food security, community development and art for social change, we had to meet them where they were at, particularly with the First Nations residents and families with young children. We felt that a community-based arts festival at the heart of the South End would bring us together and foster opportunities for greater community connection and contribution. It would be an opportunity for flourishing artists and craftspeople to show their work right in our neighbourhood. It could also be very productive. Every year we now produce beautiful artwork to beautify our food forest and neighbourhood.

In the first year of Food Art Fun in 2016, over 150 community members, many First Nations and young families, came out for a day of creativity and fun at the South End Community Food Forest. The event was led solely by volunteers, including all the artists who donated their time. Food was donated by Loaves and Fishes and SECA. AEIOU and NAC provided paints and canvasses. MyCDC provided staff time. It was truly a demonstration of the community will to come together to create a vision for a more beautiful, creative and fun neighborhood. It was a wonderful sight to see young and old interacting, and people from different backgrounds; including newcomer immigrants and long-time First Nations residents.

After our first success, and the large community support that ensued, we felt impelled to continue the event in the next year. In 2017, the festival grew even larger. Since so many

people had come to the event in 2016, we found ourselves crowded in the small lot of the food forest. In 2017, we decided to take over the street right in front; between Farquhar and Sabiston. On the street, we included a local food and crafts' market. In the food forest, we continued to create artwork under the shade of the trees. That year, we doubled the number of visitors to over 300.

Last year we had the support of several organizations who set up tables at the event, including Seniors Connect, Tillicum Lelum, Farmship Growers Coop, Nanaimo Arts Council and SECA. At *Food Art Fun*, there is storytelling, hoola hoop workshops, facepainting, bubble making, bicycle repair station, live music, and much more. It is hard to describe the look and feel of a truly community-based event such as this, the beauty and connection between participants, artists and the neighbours is hard to put into words. Please refer to the pictures attached throughout, as we feel in the case of *Food Art Fun*, images do speak louder than words.

2. Funding Allocation

(For what purpose do you plan to use this City fund?)

Food Art Fun is still a small grassroots event with minimal expenses. Please see the budget in the Appendix. The funding from this grant will be used to fund:

- Artists and workshop facilitators fees (honorarium)
- Permits costs
- Costs for project materials (i.e. cups, napkins, decorations, volunteer badges)
- The rental of a sound system
- Incentives for volunteers (i.e. t-shirts)
- Printing (i.e. pamphlets and posters) and promotion (i.e. Facebook ads)
- Coordination/Administration Costs

In the past few years, artists and coordinators have been donating their time, but we have found that this is unsustainable in the long-run. We hope that as the market grows it will bring some revenue to the festival through table rental and bring some long-term sustainability to the event. Furthermore, we hope to have a sustainable donor base as MyCDC grows as an organization.

3. Benefits to Nanaimo (How will your idea benefit Nanaimo?)

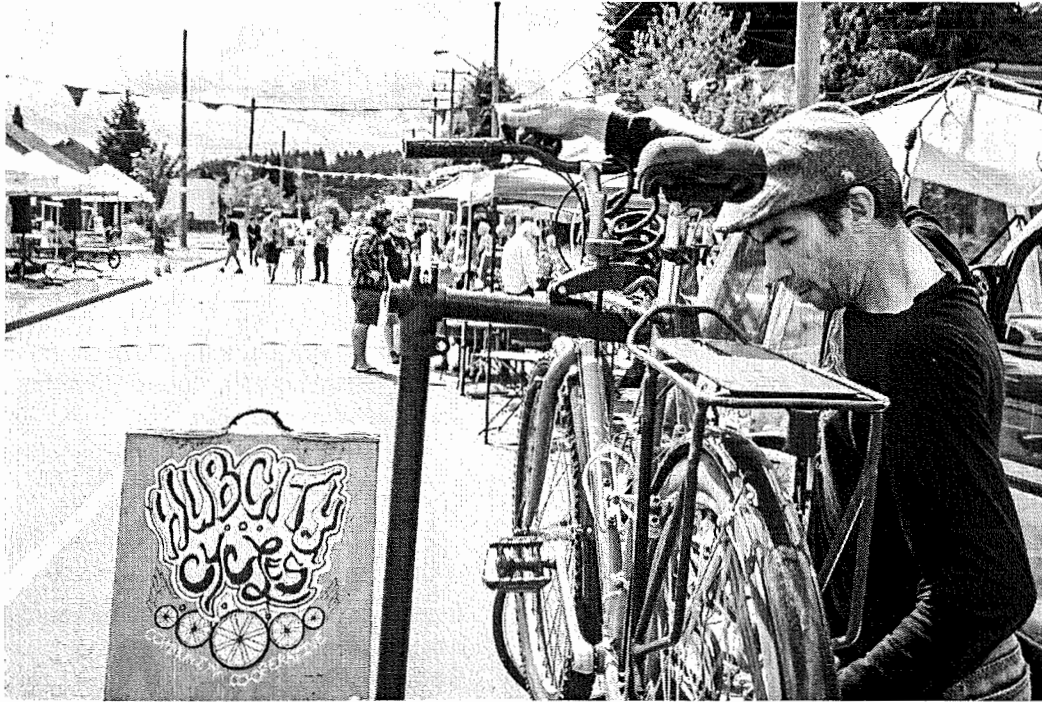
In Nanaimo's Community Values 2016 - 2019 of the City of Nanaimo Strategic Plan Council listed the following approaches to promote cultural vitality:

- Promoting Nanaimo's arts, creativity, heritage, cultural traditions, and community wellness
- Collaborating within the community to make Nanaimo a distinctive place to visit, live, work and play

Food Art Fun is a unique event for the city for its location (The South End) and its focus on community development and a grassroots approach to promoting the arts and food security. This grant presents an opportunity for the City of Nanaimo to support the above community values *specifically in the South End*. Promoting community development, including wellness, is particularly important in the South End. The neighbourhood has seen a rise in homelessness and addictions. Also it has extremely high child poverty rates which are above the B.C. average.

Investing in community development projects such as this will strengthen community partnerships, increase the capacity building of the neighbourhood to come together and contribute to change. It also allows participation of the most vulnerable in healthy and inclusive

activities. As the festival grows, it has the potential to transform the South End with engaging, dynamic, exciting and culturally inclusive events that will attract people from all over Nanaimo and beyond. Overall, we believe that *Food Art Fun* is helping to raise the profile of the neighborhood from a dangerous, dirty, unwelcoming part of the city, to a neighborhood that is safe, creative and thriving. Perhaps most important, this local grassroots festival builds stronger and more resilient communities by building partnerships and relationships and acting as a bridge between different classes, races, generations and more.



4. Marketing Plan (How will your program be marketed?)

Food Art Fun is publicized through various methods.

We use social media significantly to promote the event throughout the year, particularly through the MyCDC and *What's Up in the South End* Facebook page. A new artistic poster is hand drawn every year by artist Valentina Cardinalli.

We will poster all over Nanaimo and drop off hand bills in the mail box of local residents. This year we hope to promote extensively in the Snuneymux reserve. We promote the event through members of MyCDC, Nanaimo Arts Council, AEIOU Art Ensemble and supporting organizations such as Tillicum Lelum and Seniors Connect. We work closely with CHLY 101.7 FM and they promote our event every year. We will also promote the event via media outlets through direct contact with local media and through press releases.

We also hope to publicize the festival at different community events (i.e. Pride Day, Canada Day, and weekly farmers' markets) through hand bills and posters.

5. Evaluation Plan (How will you evaluate the success of your program?)

Here are our targets for 2018:

- 500 visitors (300 visitors in 2017)
- 16 vendors (12 vendors in 2017)
- 6 hands-on workshops (3 in 2017)
- 6 organization tables (3 in 2017)

We will count the number of visitors as they enter the event area throughout the day.

This year we hope to develop a satisfaction survey to get feedback from visitors. We plan to collect 50 surveys. We will also develop and distribute surveys for vendors and artists/performers.

The survey will include questions about overall satisfaction as well as to evaluate if the festival goals and objectives are being met.

We will also keep track of media exposure, including social media.

6. List of the organizers identifying the roles and names of the people in those roles/functions

Name: Larissa Coser

Organization: MyCDC

Role: Event Coordinator

- General management/coordination of events
- Volunteer management
- Permits
- Fundraising and reporting

Name: Ben Geselbracht

Organization: MyCDC

Role: Coordination Support

- Setup and tear down
- Market management

Name: Jonathan Benkhe

Organization: MyCDC

Role: Media and Photography

- Graphic design
- Photography
- General media support

Name: Valentina Cardinalli

Organization: AEIUO Art Ensemble

Role: Artistic Support

- Poster design
- Live art workshops

Name: Dan Appell

Organization: Nanaimo Arts Council

Role: Nanaimo Arts Council Liaison

- Paint workshop
- Insurance holder and provider (through NAC)

Name: Douglas Hardy

Organization: South End Community Association

Role: SECA Liaison

- General event support



Appendix

Below is the budget and financial information for FOOD ART FUN and the Mid-Island Youth and Community Development Cooperative (MyCDC).

Food Art Fun- Revenue Budget- 2017/2018

YEAR		YEAR
Actual 2017	Revenue Item	Projected 2018
	Earned Revenue:	
220	Merchandise Sale (t-shirt)	220
150	Onsite Cash Donations	300
25	Rental (vendor tables)	75
900	Fundraising	1000
1295	Total Earned Revenue	1595
	In-kind Donations:	
200	Food Donations (SECA)	200
500	Insurance (Nanaimo Art's Council)	500
700	Total In-kind	700
1995	Total Revenues	Line A 2295

Food Art Fun- Expense Budget- 2017/2018

YEAR Actual 2017*	Expense Item	YEAR Projected 2018
	Administration & Communication Costs	
0	Project Coordinator: \$20 x 10 hrs/month for 4 months	800
0	Administrative Support MyCDC \$18 x 20hrs	360
500	Insurance costs (In-kind NAC)	500
0	Volunteer expenses (t-shirts and badges)	300
	Marketing and Publicity	
80	Printing	200
70	Facebook advertising	200
0	Design Costs (posters/description)	200
0	Photography	150
650	Total Administration & Communication Costs	2710
	Project Costs	
150	Equipment Rental (Stereo System)	150
550	Art and Music Performers honorarium	1200
100	Cultural Fees First Nations	200
0	Technical Staff	150
100	Material and Supplies	200
50	Permits	50
200	Performers and on-site volunteer services (food, badges and thank you cards)	300
1150	Total Production and Events Costs	2250
1800	Total Expenses	Line B 4960
	Net (Line A minus Line B)	-2665
*Note: expenses with "0" in 2017 were In-kind donations by MyCDC and volunteers.		

MyCDC Financial Information

January 1st, 2017 to June 1st, 2018

	CHECKING ACCOUNT	
06/01/2018	Current Balance	1799
	INCOME	
2017/2018	Memberships (\$1/member)	60
04/20/2017	Grants (Bayview Edible Educational Ecosystem)	5000
08/13/2017	Food Art Fun Revenue	1295
	Total Income	6355
	EXPENSES	
05/31/2018	Bayview Edible Educational Ecosystem	5064.48
08/13/2017	Food Art Fun Expenses	1150
10/23/2017	Website Costs	243
	Total Expenses	6457.48
	Total Net Income	-102.48
	SAVINGS ACCOUNT	
06/01/2018	Curent Balance	745.53
	Total Amount in Accounts	2544.53

ATTACHMENT B

City of Nanaimo
Department of Parks, Recreation & Environment

Community Program Development Grant Evaluation

APPLICANT: Mid-Island Youth and Community Development Cooperative DATE: June 5, 2018

CRITERIA	Meets Criteria (√)	Does not meet Criteria (√)	NOTES
A. Provides experiential or educational opportunities	√		Food Art Fun – a community based arts and food festival made up of many interactive activities including Painting and Cedar Weaving workshops
B. Definable community benefit	√		An opportunity for families and individuals of all ages to participate free of charge in activities that promote social, environmental and economic sustainability. The Festival goal is to create a thriving, creative, supportive and resilient south end community.
C. Potential for sustainability / long term benefit	√		It is anticipated that growth of the Festival will result in increased vendor table sales and more donations. Attendance at the Festival doubled between 2016 and 2017.
D. Potential to offer short term (youth) employment	√		
E. Does not receive other funds from CON	√		
F. New applicant	√		
G. Program operates within the CON	√		Haliburton Street and South End Food Forest
H. New program OR expanded program	√		2018 will be the 3 rd year for the event and 1 st year requesting CPD grant. Event is expanding.
I. Sound organizational structure	√		Organization has been established for 4 years
J. Applicant is a non-profit organization	√		Registered cooperative
K. Budget & financial statements provided	√		

RECOMMENDED FOR FUNDING (√) : √ AMOUNT: \$2,665.00

OR

NO GRANT RECOMMENDED (√) : N/A DOES NOT MEET CRITERIA: _____

EVALUATOR: Mary Smith POSITION: Manager, Recreation Services

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May 19, 2018

To the attention of City of Nanaimo Mayor and Councilors;

The Nanaimo Deep Discovery Association (NDDA) is requesting City of Nanaimo Council approve a funding request for an amount of \$100,000.

Feasibility studies are required for the NDDA to deliver a sound strategy to ensure the Ocean Discovery Centre will be sustainable without revenue from municipal taxes.

1. MNP Economic and Research Consulting - Market Assessment and Feasibility study, \$38,325.00
2. Compton Fundraising Consultants - Resources (Feasibility) Study, \$29,400.00
3. Chekwitch Poiron Architects Inc. - Proposal for Architectural Services, \$36,750.00
4. Seaproof.tv – Promotional Documentary, Community and Media Education and Awareness \$23,100.00

The projected cost for these studies is \$127,575.00.

The NDDA has also made application to the Nanaimo Hospitality Foundation and the British Columbia Realtors Foundation for funding to conduct these studies.

Please contact the NDDA for further detail.

Lorne Hildebrand
President - NDDA