



**AGENDA**  
**FINANCE AND AUDIT COMMITTEE MEETING**

Wednesday, July 16, 2025, 9:00 a.m. - 12:00 p.m.  
Shaw Auditorium, Vancouver Island Conference Centre  
80 Commercial Street, Nanaimo, BC

SCHEDULED RECESS AT 10:30 A.M.

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**Pages**

**1. CALL THE MEETING TO ORDER:**

[Note: This meeting will be live streamed and video recorded for the public.]

**2. INTRODUCTION OF LATE ITEMS:**

**3. ADOPTION OF AGENDA:**

**4. ADOPTION OF MINUTES:**

a. Minutes

5 - 10

Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2025-JUN-18, at 9:00 a.m.

**5. PRESENTATIONS:**

**6. DELEGATIONS:**

**7. REPORTS:**

a. Options to Extend the E&N Trail South of Columbia Street

11 - 16

To be introduced by Darcie Osborne, Director, Parks, Recreation and Culture.

*Purpose: To provide the Finance and Audit Committee with options to extend the E&N Trail South of Columbia Street.*

Recommendation: That the Finance and Audit Committee recommend that Council add a new project to 2025 for \$148,000 to extend the E&N Trail from Columbia Street to Seventh Street funded by the Strategic Infrastructure Reserve Fund.

b. Drop-In Hub Update

17 - 37

To be introduced by Dave LaBerge, Director, Public Safety.

*Purpose: To provide the Finance and Audit Committee with an evaluation of the Drop-in Hub service, including its effectiveness in meeting basic needs, connecting individuals to longer-term supports, functioning as part of the City's extreme weather response for people experiencing homelessness, and its reported impacts on the surrounding neighbourhood.*

Presentation:

1. Christy Wood, Manager, Social Planning, Erika Gagnon, Director of Shelters and Guest Services, Nanaimo Family Life Association, and Corrie Corfield, Director of People, Culture and Engagement, Island Crisis Care Society.

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

1. Allocate the \$500,000 designated in the Special Initiatives Reserve for homelessness initiatives to match funds provided by the Reaching Home Community Advisory Board to continue to support the Hub daytime services in 2026; and
2. Direct Staff to work with Hub service providers and United Way BC to identify and secure a more suitable location while conducting operational improvements at the current site until relocation occurs; and
3. Direct Staff to report back to the Finance and Audit Committee in fall 2025 with an update on relocation status.

c. Fencing and Parking Lot Improvements - City Hall and SARC

38 - 43

To be introduced by Dave LaBerge, Director, Public Safety.

*Purpose: To seek Council approval and funding for fencing and site security improvements at the Service and Resource Centre building and City Hall.*

Recommendation: That the Finance and Audit Committee recommend that Council direct Staff to proceed with the installation of perimeter fencing and associated site improvements at the City Hall and Service and Resource Centre (SARC) properties as outlined in the report titled "Fencing and Parking Lot Improvements – City Hall and SARC", dated 2025-JUL-16, and allocate an additional \$300,000 to the project, funded from the General Capital Reserve for a total budget of \$412,000.

d. Allocation of Pedestrian Unallocated Funds

44 - 52

To be introduced by Bill Sims, General Manager, Engineering and Public Works.

*Purpose: To adjust project funding sources to ensure successful delivery of approved projects.*

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

1. Fund the Townsite Road at St. Patrick Crescent raised crosswalk from Developer Contributions; and
2. Reallocate the \$100,000 from the 2025 Pedestrian Unallocated budget for the Townsite Road at St. Patrick Crescent raised crosswalk to fund budget shortfalls on 2023 Pedestrian Unallocated projects.

e. Home Energy Retrofit Financing Program Expansion 53 - 63

To be introduced by Jeremy Holm, Director, Planning and Development.

*Purpose: To seek Council direction to submit an application for funding to expand the Home Energy Retrofit Financing Program by offering a third-party financing option.*

Recommendation: That the Finance and Audit Committee make recommendations to Council on the options presented for the Home Energy Retrofit Financing Program continuation.

f. Heritage Façade Grant - 315 Fitzwilliam Street 64 - 70

To be introduced by Jeremy Holm, Director, Planning and Development.

*Purpose: To present a Heritage Façade Grant application for the St. Andrew's United Church at 315 Fitzwilliam Street.*

Recommendation: That the Finance and Audit Committee recommend that Council approve a \$10,000 Heritage Façade Grant for the St. Andrew's United Church building located at 315 Fitzwilliam Street to repair the building's gutters.

g. Strategic Priorities Fund Capital Infrastructure Stream 71 - 76

To be introduced by Laura Mercer, General Manager, Corporate Services.

*Purpose: To provide Council with information on potential projects for the Strategic Priorities Fund Capital Infrastructure Stream and obtain a Council resolution supporting an application under this program stream.*

Recommendation: That the Finance and Audit Committee recommend that Council direct Staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for Commercial Street Phase 3 and that Council commits to Staff providing overall grant management and support any cost overruns.

h. 2025 Other Grants Applications 77 - 231

To be introduced by Laura Mercer, General Manager, Corporate Services.

*Purpose: To present the 'Other Grant' applications received for the first program intake deadline of 2025-MAY-15 for consideration by the Finance and Audit Committee.*

Recommendation: That the Finance and Audit Committee recommend that Council approve a total of \$4,994 in accordance with the Security Checks and Other Grants Policy, and that the grant allocations be as follows:

- a. Nanaimo Disability Resource Centre - \$1,417.66
- b. Nanaimo Equestrian Association - \$1,788.17
- c. Together Against Poverty Society - \$1,788.17

i. Quarterly Budget Transfer Report

232 - 233

To be introduced by Laura Mercer, General Manager, Corporate Services.

*Purpose: To advise the Finance and Audit Committee of any budget transfers requiring disclosure for the period 2025-JAN-01 to 2025-JUNE-30.*

8. **OTHER BUSINESS:**

9. **QUESTION PERIOD:**

10. **ADJOURNMENT:**



## **MINUTES**

### **FINANCE AND AUDIT COMMITTEE MEETING**

Wednesday, June 18, 2025, 9:00 A.M.  
Shaw Auditorium, Vancouver Island Conference Centre  
80 Commercial Street, Nanaimo, BC

Members: Mayor L. Krog, Chair  
Councillor H. Eastmure  
Councillor B. Geselbracht\*  
Councillor E. Hemmens  
Councillor P. Manly  
Councillor J. Perrino  
Councillor I. Thorpe

Absent: Councillor S. Armstrong  
Councillor T. Brown

Staff: D. Lindsay, Chief Administrative Officer  
L. Mercer, General Manager, Corporate Services  
B. Sims, General Manager, Engineering and Public Works  
W. Fulla, Director, Finance  
N. Vracar, Deputy Corporate Officer  
J. Rose, Manager, Transportation  
N. Sponaule, Communications Advisor  
A. Chanakos, Recording Secretary

#### **1. CALL THE MEETING TO ORDER:**

The Finance and Audit Committee Meeting was called to order at 9:00 a.m.

Mayor Krog advised of the recent passing of William (Bill) James Merilees and noted their many contributions to the community, including their extensive knowledge of local plants/trees, becoming an author, and being a strong supporter of Saysutshun, Buttertubs Marsh and various other causes.

\* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

**2. ADOPTION OF AGENDA:**

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

**3. 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, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2025-MAY-21, at 9:00 a.m., be adopted as circulated. The motion carried unanimously.

**4. PRESENTATIONS:**

(a) 2026 - 2030 Financial Plan Development

Introduced by Laura Mercer, General Manager, Corporate Services.

Presentation:

1. Wendy Fulla, Director, Finance, provided an on-screen presentation included in the agenda package and advised the following:
  - The projected starting point for the 2026 property tax increase is 7.7%, and reflects the end of the Vancouver Island Conference Centre (VICC) debt, as well as the end of the City's five-year commitment to provide core funding for the Nanaimo Systems Planning Organization
  - In the past several years the City has invested in additional resources for public safety including additional fire fighters, RCMP members and Community Safety Officers
  - Base project funding is projected to increase by 5% to allow for growth in assets and inflation
  - In 2025, Council made a one-time reduction to base project funding of approximately \$795,000 as a result of moving Phase 2 of the Commercial Street implementation out of the five-year plan. This funding will be added to the 2026 – 2030 Financial Plan
  - RCMP contract costs for 2026 will include the first full year of the four new RCMP members and the public service employee position that was added in 2025. In April 2026, four additional RCMP members will be added
  - The 2026 budget includes funding for 758 full time employees, plus temporary, casual and contract employees

- The proposed budget will reflect a \$100,000 decrease in reserve funding, as 2025 is the final year that Council allocated reserve funding to lower property taxes as a result of the COVID-19 pandemic
- The City's borrowing limit is governed by the Liability Servicing Limit, which must not exceed 25% of the controllable and sustainable revenues for the year. As of 2023-DEC-31, the liability servicing limit was \$57.8 million with the 13.1% debt servicing cost of that limit
- The Liability Servicing Limit will be revised in the Fall following the Province's review and approval of the financial information the City has submitted for 2024
- Budget deliberations in the Fall will include a phased increase for the road maintenance budget, RCMP contract and a negative wage contingency for variances

Committee and Staff discussion took place regarding external borrowing for Wellcox Secondary Access project, budgeting for land acquisitions, and potential opportunity to extend the E&N Trail with Island Corridor Foundation to complete the south-end connection.

## 5. REPORTS:

### (a) Allocation of Unallocated Pedestrian Funds

Introduced by Bill Sims, General Manager, Engineering and Public Works.

#### Presentation:

1. Jamie Rose, Manager, Transportation, provided an on-screen presentation included in the agenda package and advised the following:
  - The Pedestrian Unallocated Program was initiated in 2018 and has proven to be effective at increasing pedestrian mobility throughout the City
  - Raised crosswalks create improved pedestrian crossing opportunities and assist with speed management along corridors
  - The Townsite Road at St. Patrick Crescent intersection was prioritized due to concerns with speeding along Townsite Road, the wide crossing area for pedestrians, and the cycling infrastructure currently in place

- Wallace Street at Franklyn Street was proposed in an effort to slow down traffic and provide better connectivity to the downtown core and the upcoming transit exchange
- The Portsmouth Road at Applecross Road intersection was widely discussed at the Woodgrove Area Plan Open House, and many people in the area have noted this intersection as an area of concern

Committee and Staff discussion took place. Highlights included:

- A typical project cycle from idea to completion takes approximately two years, and there is a backlog of pedestrian improvement projects due to the increases in the budget in 2021 – 2023
- The Advisory Committee on Accessibility and Inclusiveness and the Public Safety Committee members have shared hesitations around funding the Wallace Street crosswalk and expressed interest in placing a raised crosswalk closer to an elementary school
- The Crosswalk Improvement Prioritization Tool takes proximity to elementary schools into consideration; however, comments/interest from the community is not included. The tool uses data to create a database which gives Staff a guideline to prioritize locations for pedestrian improvements
- The City meets with the School Board, RCMP and ICBC on a regular basis to discuss public safety, after-school travel plans and ways to educate parents and teachers on navigating in the community when sidewalks are not present

It was moved and seconded that the Finance and Audit Committee recommend that Council invest \$300,000 from the Pedestrian Unallocated budget for 2025 towards raised crosswalks at the following locations:

- Townsite Road at St. Patrick Crescent (\$100,000)
- Wallace Street at Franklyn Street (\$100,000)
- Portsmouth Road at Applecross Road (\$100,000)

It was moved and seconded that the motion be amended to remove the item titled “Wallace Street at Franklyn Street (\$100,000)”.

The vote was taken on the amendment.

The motion carried.

Opposed: *Mayor Krog, Councillors Perrino and Thorpe*

The vote was then taken on the main motion, as amended, as follows:

That the Finance and Audit Committee recommend that Council invest \$200,000 from the Pedestrian Unallocated budget for 2025 towards raised crosswalks at the following locations:

- Townsite Road at St. Patrick Crescent (\$100,000)
- Portsmouth Road at Applecross Road (\$100,000)

The motion carried unanimously.

Committee and Staff discussion took place. Highlights included:

- Prioritizing a raised crosswalk on Elizabeth Street at Howard Avenue as Howard Avenue receives a high number of complaints regarding speed, and due to its proximity to an elementary school
- Prioritizing a raised crosswalk on Waddington Road at Dufferin Crescent or Mary Ellen Drive at Dover Road
- If an additional site is not selected at this time, the additional \$100,000 would remain in the budget until another project is selected
- Crosswalk improvements on Mary Ellen Drive would require an increase to the budget as the project is estimated to cost \$150,000

It was moved and seconded that the Finance and Audit Committee recommend that Council invest \$100,000 from the Pedestrian Unallocated budget for 2025 towards a raised crosswalk at Elizabeth Street and Howard Avenue. The motion was defeated.

Opposed: *Mayor Krog, Councillors Hemmens, Manly, Perrino and Thorpe*

Committee and Staff discussion took place regarding the Wallace Street crosswalk being prioritized due to its location in an urban centre and future density in the area, and the Crosswalk Improvement Prioritization Tool scores of Waddington Road at Dufferin Crescent and Portsmouth Road at Applecross Road.

It was moved and seconded that the Finance and Audit Committee recommend that Council invest \$100,000 from the Pedestrian Unallocated budget for 2025 towards a raised crosswalk at Waddington Road at Dufferin Crescent. The motion carried.

Opposed: *Councillor Perrino*

**6. OTHER BUSINESS:**

Dale Lindsay, Chief Administrative Officer, provided a follow-up to discussion during the 2026 – 2030 Financial Plan Development presentation, and noted that the hiring of 20 additional fire fighters in 2023 is anticipated to alleviate the need for overtime; however, data is not available at this time. Staff will provide the Finance and Audit Committee with this data at a future meeting.

**7. QUESTION PERIOD:**

The Committee received no questions from the public regarding agenda items.

**8. ADJOURNMENT:**

It was moved and seconded at 10:12 a.m. that the meeting adjourn. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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DEPUTY CORPORATE OFFICER

DATE OF MEETING JULY 16, 2025

AUTHORED BY CHARLOTTE DAVIS, DEPUTY DIRECTOR PARKS AND NATURAL AREAS

SUBJECT OPTIONS TO EXTEND THE E & N TRAIL SOUTH OF COLUMBIA STREET

## **OVERVIEW**

### **Purpose of Report**

To provide the Finance and Audit Committee with options to extend the E & N Trail South of Columbia Street.

### **Recommendation**

That the Finance and Audit Committee recommend that Council add a new project to 2025 for \$148,000 to extend the E&N Trail from Columbia Street to Seventh Street funded by the Strategic Infrastructure Reserve Fund.

## **BACKGROUND**

The E & N Trail (the Trail) is an 8 km paved trail that runs parallel to the E & N Railway. The Trail is situated on land owned by the Island Corridor Foundation (ICF) and is managed by the City of Nanaimo (the City) as parkland under an agreement between the City and the ICF. The paved trail runs between Holly Avenue in the south and the Metral Drive Complete Street in the north, therefore connecting the downtown to the north end of the City. The Trail through this section is classified as an "Urban Hard Surface Trail" and is paved, unlit and is typically three metres wide. There is also a small 250m completed section between Fitzwilliam Street and Franklyn Street. The completed portions of the Trail are a popular amenity, appealing to the growing population that uses active transportation, as well as people looking for fitness and outdoor recreation opportunities.

On 2014-MAR-20 Nanaimo Council moved to support development of the Trail south from Franklyn Street downtown to Seventh Street by 2019, and directed staff to undertake preliminary design routing work and provide a cost estimate. The results of the study found that it would cost approximately \$10.8M to construct the section in the study area. This high cost was largely due to the number of grade crossing updates that were recommended as part of the report. In particular, the section between Franklyn Street and Hecate Street was considered most difficult and costly due to the number of crossings in that section.

In 2024 City staff and representatives from the ICF and Southern Rail agreed to work together on a soft surface trail connection between Fifth Street (at Princess Street), to Columbia Avenue. This section was chosen as a priority area as many school children were using the active railway as a means to get to school and it was considered a relatively simple section to construct. The work was later expanded to include the section between Hecate Street and Fifth Street as the project was found to be less costly than anticipated once construction had commenced. The work was undertaken by Southern Rail with the support of the ICF and funding was provided by the City.

The total cost of the work was \$40,000 and it was completed in late April 2025, covering a total length of 465m of soft surface trail. This was an unplanned project that was funded by the City's 2025 project contingency budget with the work being undertaken by Southern Rail with support from the ICF. The work did not include any updates to grade crossings and connects users to sidewalks where available. Since completion, the Trail is well used and well received by the community.

## **DISCUSSION**

There is still no trail along the section of E & N Railway between Columbia Avenue and Seventh Street. Staff have worked with Southern Rail and the ICF on the potential to develop this section of trail and have devised some costings for that connection. Staff estimate that the per meter cost of a 3m wide "Urban Soft Surface Trail" along this section of the E & N corridor is \$172 per linear metre, which does not include any updates to grade crossings as there are no grade crossings in this section of rail.. Both Southern Rail and the ICF have indicated that they have the resources and are willing to undertake this work in 2025 with a commitment of funds from the City.

The trail base and infrastructure installed with this project could be overlaid with asphalt in the future if desired.

The estimated projects costs are:

Columbia Avenue to Bing Kee Street - 284 metres - \$53,732.00 (including 10% contingency)

Bing Kee Street to Seventh Street - 450 metres - \$85,140.00 (including 10% contingency)

20 signs - \$3,300.00 (including 10% contingency)

Total = \$147,173.00

## **OPTIONS**

1. That the Finance and Audit Committee recommend that Council add a new project to 2025 for \$148,000 to extend the E&N Trail from Columbia Street to Seventh Street funded by the Strategic Infrastructure Reserve Fund.
  - The advantages of this option: The Trail will be extended by a total of 734 metres. Achieving a connection between Columbia and Bing Kee Street will complete the connection of soft surface trail between Hecate Street and Seventh Street. This is a section of active rail that is heavily used by pedestrians (including children heading to school) and so represents a significant safety improvement.
  - The disadvantages of this option: This is the costlier option and will utilise more funds from the Strategic Infrastructure Reserve Fund.
  - Financial Implications: The revised projected 2025 closing balance of the Strategic Infrastructure Reserve Fund is \$3.4 million with a minimum balance requirement of \$351,780. The 2025 – 2029 Financial Plan will be amended at a later date to include the project.

2. That the Finance and Audit Committee recommend that Council add a new project to 2025 for \$57,000 to extend the E&N Trail from Columbia Street to Bing Kee Street funded by the Strategic Infrastructure Reserve Fund.
  - The advantages of this option: The Trail will be extended by a total of 450 metres. This option is the least costly of the options. This is a section of active rail that is heavily used by pedestrians (including children travelling to school) and so represents a significant safety improvement.
  - The disadvantages of this option: There will be no trail South from Bing Kee Street and so this trail will not reach Seventh Street.
  - Financial Implications: The revised projected 2025 closing balance of the Strategic Infrastructure Reserve Fund is \$3.5 million with a minimum balance requirement of \$351,780. The 2025 – 2029 Financial Plan will be amended at a later date to include the project.
3. That the Finance and Audit Committee provide alternate direction. |

#### **SUMMARY POINTS**

- The E & N Trail is an approximately 8km long paved trail that runs between Metral Drive in the north and the downtown.
- A new section of the Trail was added in April 2025 running between Hecate Street and Columbia Street. This section of the Trail is 465 metres long and is a soft surface trail.
- The extension of the soft surface trail between Columbia Street and Seventh Street is estimated to cost \$148k and could be completed this year with the allocation of funds from the Strategic Infrastructure Reserve Fund.
- This extension is supported by both Southern Rail and the ICF.

#### **ATTACHMENTS:**

**ATTACHMENT A:** Map from E & N Trail Study Area from 2015

**ATTACHMENT B:** Map of E & N Railway and Trail Between Hecate Street and Seventh Street

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**Submitted by:**

Charlotte Davis  
Deputy Director, Parks and Natural Areas

**Concurrence by:**

Darcie Osborne  
Director, Parks, Recreation & Culture

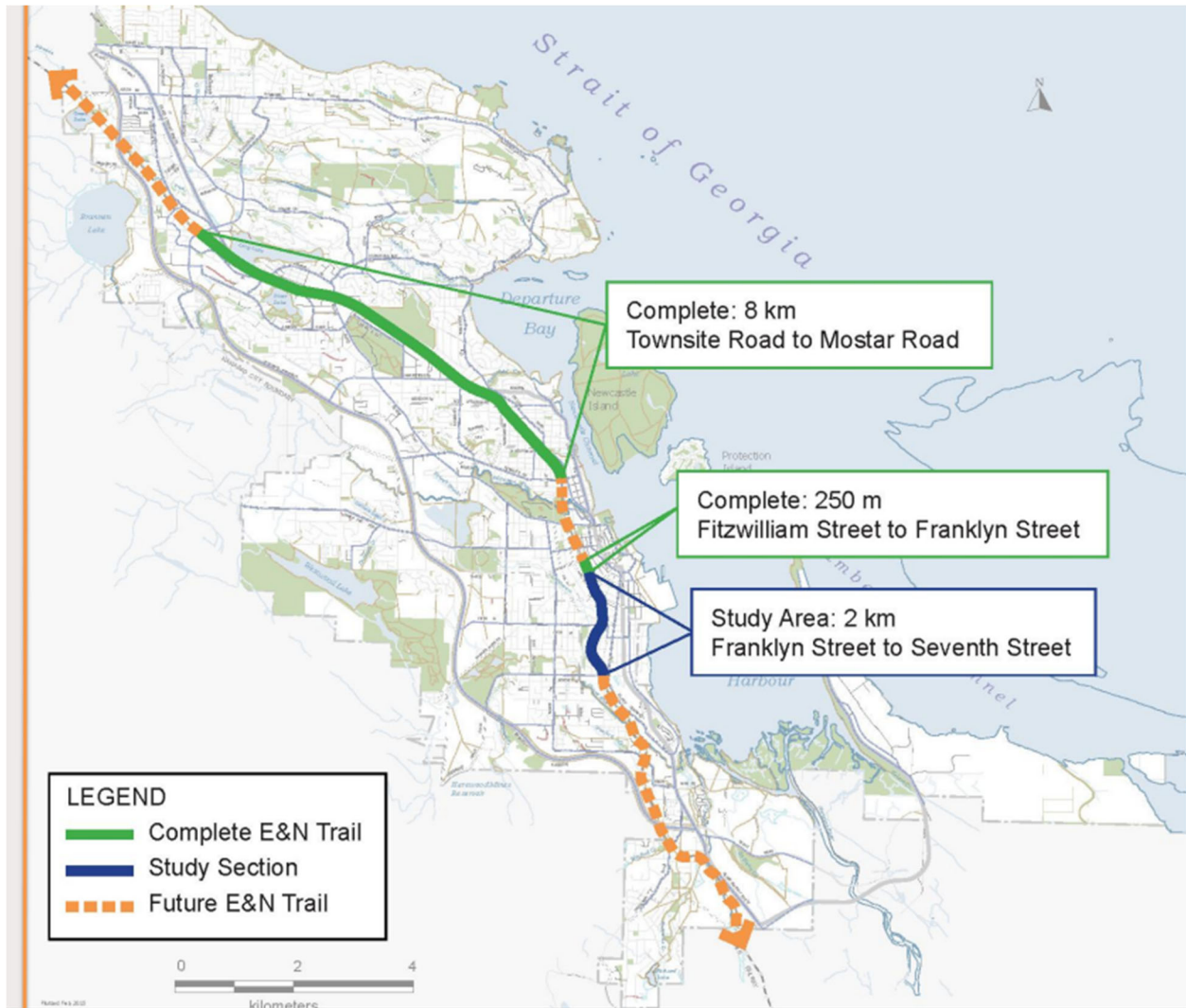
Wendy Fulla  
Director, Finance

Laura Mercer  
General Manager, Corporate Services

Dale Lindsay  
CAO

**ATTACHMENT A**  
**MAP FROM E & N TRAIL STUDY AREA FROM 2015**

[E&N Trail: Downtown South Alignment & Costing Study - Presentation - Committee of the Whole Meeting, May 11, 2015](#)



Note: 465m of soft surface trail between Hecate Street and Columbia Street were added in 2025

**ATTACHMENT B**  
**MAP OF E & N RAILWAY AND TRAIL BETWEEN HECATE STREET AND SEVENTH STREET**



**Key**

- Newly installed soft surface trail Hecate Street to Columbia Street- 465 metres
- Option A- Soft Surface Trail Columbia Street to Seventh Street – 734 metres
- Option B- Soft Surface Trail Columbia Street to Bing Kee Street- 450 metres
- Existing trail

DATE OF MEETING July 16, 2025

AUTHORED BY CHRISTY WOOD, MANAGER, SOCIAL PLANNING

SUBJECT DROP-IN HUB UPDATE

## **OVERVIEW**

### **Purpose of Report**

To provide the Finance and Audit Committee with an evaluation of the Drop-in Hub service, including its effectiveness in meeting basic needs, connecting individuals to longer-term supports, functioning as part of the City's extreme weather response for people experiencing homelessness, and its reported impacts on the surrounding neighbourhood. |

### **Recommendation**

That the Finance and Audit Committee recommend that Council:

1. allocate the \$500,000 designated in the Special Initiatives Reserve for homelessness initiatives to match funds provided by the Reaching Home Community Advisory Board to continue to support the Hub daytime services in 2026; and
2. direct Staff to work with Hub service providers and United Way BC to identify and secure a more suitable location while conducting operational improvements at the current site until relocation occurs; and
3. direct Staff to report back to the Finance and Audit Committee in fall 2025 with an update on relocation status.

## **BACKGROUND**

|At the Finance and Audit Committee on 2024-JUN-19, the committee received an overview of the warming centre services provided over the 2023/2024 winter season. The report highlighted the importance of having established daytime warming centre services as key to alleviating life safety risks to people living unsheltered and fulfilled the City's legislated requirements to adequately account for public safety during extreme weather emergencies. In addition, the warming centre services addressed gaps in basic need services for the unsheltered population and connected individuals to stable, long term support services.

At the Regular Council Meeting on 2024-JUL-08, Council passed the following resolution:

1. Allocate \$400,000 from the Special Initiative Reserve and reallocate the remaining 2023/2024 winter season funding to match funds provided by the Reaching Home Community Advisory Board to support up to two year-round drop-in hubs that can also serve as warming and cooling centre services for the City of Nanaimo's extreme weather response starting in the 2024 winter season; and,
2. Direct Staff to provide Council with an evaluation of the drop-in hub service as part of the City's extreme weather response for future funding consideration in summer 2025.

On 2025-MAY-12, City Staff presented the Governance and Priorities Committee with a report that assessed the basic need services available for people experiencing homelessness in the city. The report noted that the number of people experiencing homelessness continues to grow; 621 individuals were identified as homeless in the 2024 Homeless Point in Time Count. The growing need amongst the homeless population is compounded by the loss of key basic need services within the last 10 years. The Drop-in Hub (the Hub) attempts to fill in some of the gap for basic need services. Since opening in January 2025, the Hub has recorded 12,658 daytime visits and at least 314 unique individuals have accessed the Hub for basic need and support services as of 2025-JUN-15.

The following discussion provides the Finance and Audit Committee with an overview of the Hub's implementation, the services offered, the collaborative approach taken, and the successes and challenges in connecting unsheltered individuals to basic needs, health services, and long-term supports such as housing and treatment. It also discusses the impact of the Hub on the surrounding neighbourhood and outlines the mitigation strategies taken, including the support provided by City Staff. |

## **DISCUSSION**

### ***Hub Service Provider and Site Selection***

The City has allocated \$584,257 to match the funding provided by the Federally funded Reaching Home program. The City entered into a service agreement with the United Way British Columbia (UWBC), the Community Entity responsible for delivering the Reaching Home program, to identify service providers and locations for Hub services. In addition, the scope of services in the agreement includes:

- working with the City to develop good neighbour commitments for Hub service providers to implement,
- requiring collaboration from Hub service providers with community safety and health agencies,
- evaluating and monitoring Hub services, including budget oversight,
- participating in transition and sustainability planning for Hub services, and
- recognizing the City of Nanaimo as a partner that will provide funding, identify priorities, and make decisions related to Hub services, locations, and community safety and wellbeing.

On 2024-SEP-17, UWBC launched a call for Expressions of Interest (EOI) through the Reaching Home grant portal. While originally anticipated for release in summer 2024, the launch was delayed due to staffing and resource capacity challenges with UWBC. The EOI closing date was 2024-OCT-04.

In total, six agencies responded to the EOI, with four formally submitting EOIs. However, not all submissions were complete or were eligible agencies. Additionally, two agencies indicated that the available funding was insufficient to operate a single Hub location. UWBC worked with City Staff, the Systems Planning Organization (SPO) and eligible agencies to explore opportunities for collaboration, recognizing that with limited resources, multiple agencies might be required to establish a single Hub location. Representatives involved in the discussions included Pacifica

Housing Advisory Association, Nanaimo Family Life Association (NFLA), Island Crisis Care Society (ICCS), 7-10 Club Society, and the Canadian Mental Health Association – Mid Island Branch (CMHA). The group agreed to support ICCS in their bid to deliver the Hub services, with NFLA providing support and overnight shelter beds funded by BC Housing. A new proposal was drafted, reviewed, and subsequently approved by the Community Advisory Board (CAB) on November 13, 2024.

The City's Real Estate staff conducted a scan of leasable spaces and shared potential locations with service providers for the Hub. A total of twelve properties were reviewed; however, many were not suitable for Hub services, or the property owners were not interested in leasing to this type of operation. In some cases, property managers did not respond to service provider inquiries. The process was further delayed when a potential site was identified at 250 Bastion Street. Following the closure of the Social Centre, CMHA staff explored the option of having ICCS assume the lease to provide Hub services, which aligned with the previous Social Centre programming. However, this option was withdrawn by CMHA after receiving feedback from other tenants in the building, resulting in a three-week delay in establishing the Hub. Ultimately, the only remaining suitable space was located at 55 Victoria Road. Due to public pressure and life safety concerns for unsheltered individuals during the winter months, a lease for the property was secured on 2024-DEC-16, following the execution of the service agreement between UWBC and ICCS on 2024-DEC-13.

### ***Hub Service Overview***

The Hub is located at 55 Victoria Road, with its entrance off Nicol Street. It is currently operated by two organizations:

- Island Crisis Care Society (ICCS), which provides basic needs and health-related services daily from 9 a.m. to 4 p.m.
- Nanaimo Family Life Association (NFLA), which operates the overnight shelter from 5 p.m. to 8 a.m.

The Hub is the only daily drop-in service in the city providing basic needs for unsheltered individuals. Services include access to food, hygiene supplies, clothing, and extreme weather response. In addition, several partner agencies regularly provide onsite services, connecting individuals to housing, shelter, health care, cultural supports, and income assistance. Regular onsite service providers include:

- The 7-10 Club Society
- Island Health Assertive Community Treatment Team
- BC Housing HEART Outreach Team
- Island Health Complex Care Housing Team
- CMHA Street Reach
- Carmichael Enterprises Outreach Team
- NARSF Health Matters
- Snuneymuxw First Nation Outreach
- Mid-Island Métis Nation
- Ministry of Social Development and Poverty Reduction, Community Integration Specialist Team
- Island Health Primary Care Outreach Team
- Island Health Perinatal Outreach Team

- Island Health Substance Use Services Outreach Team
- Tillicum Lelum
- Outreach Pharmacy
- Island Health Community Support Team
- NFLA Case Management

BC Housing also uses the Hub as an access point for the Province's Homelessness Encampment Action Response Team (HEART) and Homeless Encampment Action Response Temporary Housing (HEARTH) programs, supporting unsheltered individuals with temporary housing and other services. A coordinated Encampment Response Plan (ERP) has been developed with community partners to guide the transition of people sheltering outdoors into housing. Currently, there is no large, centralized encampment in the city, so outreach efforts are focused on individuals sheltering in the downtown area, particularly near the Hub. The Hub plays a central role in this coordinated response, serving as the first point of contact for many unsheltered individuals. BC Housing and community partners have created a By-Name list (BNL) of individuals who are accessing the Hub to prioritize individuals for the HEARTH sites opening this summer. BC Housing closed the BNL on 2025-JUL-03, and below is additional information on the cohort of 170 unique individuals known to frequent the Hub and the downtown area:

- 135 Supportive Housing Registry applications have been completed. These applications are required to access BC Housing units, including the new HEARTH units identified in the MOU between BC Housing and the City.
- 68 Vulnerability Assessment Tool (VAT) applications have been completed. The VAT helps determine the level of support required when attempting to provide housing.
- 33 Indigenous individuals, 36 seniors (55+), five youth (19 to 24), and six people living with disabilities have been added to the BNL.

Reporting from ICCS indicates that 14 individuals have secured housing through the Hub, either in existing supportive housing sites or in private rentals or accommodations. Finally, BC Housing is funding 20 temporary overnight shelter beds at the Hub, operated by NFLA with confirmed funding through September 30, 2025.

To date, daytime services at the Hub have supported at least 314 unique individuals, with an average of 77 visits per day. The Hub's 20 overnight shelter beds have operated at an average 93% occupancy since opening on 2025-JAN-06. This figure reflects seasonal fluctuations due to the availability of 64 additional shelter beds in the winter. The last remaining winter shelter beds closed on 2025-APR-30. Since this time, the Hub shelter has consistently operated at full capacity, turning away an average of 10 individuals per night.

The Hub played a vital role in the City's extreme cold weather response in January and February 2025. In January, a level one response was activated, as indicated in the City's *Extreme Weather Response Procedures*, which included extending Hub operations to 24 hours a day in coordination with the existing overnight shelter beds at the Hub. The City also enhanced Community Safety Officer (CSO) support to conduct wellness checks, distribute warming supplies, and direct individuals to the Hub for warming services. In February, two separate extreme cold weather events occurred and both required a level two response. The Centennial Building was opened and operated by NFLA as an additional overnight warming space for nine nights, providing shelter for up to 80 individuals. The City and the Regional District of Nanaimo (RDN) coordinated transit services to transport people between the Hub and

the Centennial Building. CSOs supported this effort alongside RDN Transit Operators and Hub service providers, ensuring individuals were safely transported to the Centennial Building overnight and back to the Hub each morning for continued warmth and support. The Hub served as a central anchor for extreme cold weather operations. Without it, CSOs and transit operators would have been forced to attend multiple dispersed locations, significantly limiting the City's ability to deliver this life-saving response.

Importantly, the Hub is reaching individuals who have historically not accessed services for various reasons. Some individuals with complex health needs were previously unable to leave the area to access services elsewhere. The Hub's location within proximity to other health services allows them to receive the support they need. Additionally, 34% of Hub shelter guests identify as Indigenous, a proportion notably higher than in other local unsheltered service populations. Other anecdotal reports highlight that the Hub has provided connection for individuals to addiction treatments, including detox and opioid agonist therapy treatment, others have been connected to employment opportunities and many Hub users have been able to connect with support networks such as family and friends.

The Hub serves many individuals that are deeply entrenched in addiction and living unsheltered with complex needs. Many Hub users are in survival mode, prioritizing immediate needs like acquiring substances or finding a safe place to be. The effects of long-term substance use can also lead to unpredictable or volatile behaviours, meaning that ICCS and NFLA staff must work hard to maintain a safe and supportive environment for both Hub users and staff. The Hub operates with limited resources, struggling to balance harm reduction approaches with the safety expectations of neighbourhoods and funders, while also managing the emotional toll on frontline staff.

### ***Neighbourhood Impact and Mitigation Strategies***

There have been longstanding concerns about this location prior to the inception of the Hub, primarily related to the services operating at 55 Victoria Road and the complex needs of those individuals accessing these services. In addition, to the Hub, the building houses a range of health services including three addiction clinics, a harm reduction service and an outreach pharmacy.

The table below summarizes CSO service files between January to June 15, 2024, and 2025 for the 100 block of Victoria Road. Please note, that Calls for Service are files generated from requests by community members, businesses, agencies or other City departments. Proactive service files are initiated by CSOs during proactive patrols in the downtown and other hotspot areas.

#### ***Community Safety Officer Service Files – January to June 15, 2024/2025, 100 Block of Victoria Road***

<i>2024 Calls for Service – 100 Block Victoria Road (January to June 15)</i>	<i>2024 Proactive Service – 100 Block of Victoria Road (January to June 15)</i>	<i>2025 Calls for Service – 100 Block Victoria Road (January to June 15)</i>	<i>2025 Proactive Service – 100 Block of Victoria Road (January to June 15)</i>

40	215	17	135
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The following table provides CSO service data related to the Hub between January to June 15, 2025. Please note that 2024 service files for the 100 block of Nicol Street are not included as this would include service files related to other social support services such as the Salvation Army New Hope Centre and a former winter daytime shelter at 34 Nicol Street, which were not distinctly coded in the City's database.

*Community Safety Officer Service Files – January to June 15, 2025, The Hub*

<i>2025 Calls for Service – The Hub (January to June 15)</i>	<i>2025 Proactive Service – The Hub (January to June 15)</i>
117	94

For the same reporting period, the majority of the CSO service files noted above relate to assisting other agencies (35%) such as RCMP, Island Health, BC Ambulance, nonprofit agencies including but not limited to Hub service providers and other City Departments, providing social welfare checks and assistance (23%) and addressing social disorder (14%).

The table below summarizes Nanaimo RCMP service files between January and June 11 for 2024 and 2025 for 55 Victoria Road, 100 block of Victoria Road, and the 100 block of Nicol Street. These files are related to street disorder and homelessness, and include offences relating to disturbances, trespassing, check well-beings, suspicious persons, controlled drugs and substances, violence and property crimes. Unlike CSO data, the service files are coded by civic address and cannot differentiate incidents related to the Hub or the services provided at 55 Victoria Road.

*Nanaimo RCMP Service Files – 2024 Year to Date, January to June 11, 2024/2025, 55 Victoria Road, 100 Block Victoria Road, and 100 Block Nicol Street*

<i>Address</i>	<i>2024 Service Files (Year End)</i>	<i>2024 Service Files (January to June 11)</i>	<i>2025 Service Files (January to June 11)</i>
100 Block Victoria Rd	28	16	8
55 Victoria Rd	45	22	55
100 Block Nicol St	254	143	113

There was a total of 30 calls for service for Nanaimo Fire services at 55 Victoria Road between January and June 24, 2024, and 24 calls in 2025 for the same time period. Nanaimo Fire

incidents occurring along the 100 block of Victoria Road and Nicol Street, between Crace and Finlayson Streets, are summarized below. The numbers reflect the total of actual incidents and include a breakdown of recorded overdoses and fires related to burning/nuisance complaints, structures, and vehicles, for the period between January 1 and June 24 in both 2024 and 2025.

*Nanaimo Fire Incidents – January to June 24, 2024/2025, 100 blocks Victoria Road and Nicol Street, Between Crace and Finlayson Streets*

<i>Year – January to June 24</i>	<i>Total Incidents</i>	<i>Total Fires – Burning/Nuisance Complaints, Structure Fires &amp; Vehicle Fires</i>	<i>Total Overdoses</i>
2024	86	11	38
2025	72	28	18

Please note that the overall Fire incidents in this area during the specified timeframe do not distinguish whether the incidents involved people experiencing homelessness or housed individuals who may be living in, travelling through or accessing services and businesses in the area.

In addition to the service data, City Staff have received emails, phone calls and met with residents and businesses who have reported increases in open drug use, traumatic behaviours, victimization, criminal activity, and social disorder. Since the Hub opened, new concerns have emerged regarding traffic safety, particularly involving substance affected individuals navigating the sidewalk or attempting to cross Nicol Street.

The South End Community Association (SECA) also gathered feedback at the South End Day event on 2025-JUN-14, identifying litter and debris hotspots attributed to the Hub related activities. These included the 100 blocks of Nicol and Victoria Streets, Haliburton Street between Crace and Finlayson Streets, and the Nob Hill Park area. These areas have been added to CSO and Clean Team patrols. Additional areas, such as Kennedy Street, Esplanade Way including the railway yard, and south of Seventh Street, were also noted, though these cannot be directly linked to the Hub due to distance and the long-standing homelessness and social disorder issues in these areas.

Feedback from residents living in the south end and the Nanaimo Area Public Safety Association reflects a general perception that the clustering of social and health services at 55 Victoria Road and the 100 blocks of Nicol and Victoria Streets, along with the activity in the surrounding blocks and the broader south end neighbourhood has had cumulative impacts on the neighbourhood.

Anecdotal reports from the RCMP Bike Unit, CSOs, and local businesses suggest that while some areas of the downtown and along Victoria Road have seen a decrease in visible homelessness and social disorder since the Hub opened, these issues have become more concentrated along the 100 block of Nicol Street, particularly around the Hub.

In response to the challenges at the Hub, City Staff are meeting weekly with UWBC, ICCS, and NFLA. The SPO also attends the weekly meeting and is providing data support. The following is an overview of the key areas of focus in these coordinated efforts.

- *Enhanced Coordination for Community Safety:*

- Hub service providers have initiated regular coordination meetings with all tenant organizations located at 55 Victoria Road, including ARC Addiction & Recovery, AVI Health, Nanaimo Addiction Clinic, the outreach pharmacy, and Trew Beginnings. The first of these meetings was held in April, with the goal of improving communication and collaboration in addressing site-related concerns.
- ICCS and NFLA are also holding weekly operational meetings to troubleshoot challenges and improve service delivery. In addition, a Community Advisory Committee (CAC) is under consideration for the Hub. This committee, composed of neighbourhood representatives, funders, and public safety officials, would meet regularly to discuss emerging issues and collaboratively develop solutions.
- *Facility and Service Management:*
  - Service providers are working with the building owner and fire code regulations to explore ways to expand the indoor space, which would increase daytime capacity and help reduce the number of individuals lingering outside. Staff continue to work with Hub users to ensure that carts and personal belongings are kept tidy and do not obstruct sidewalks. Due to fire regulations and the lack of available storage, only a limited number of belongings are able to be brought inside during daytime hours. Carts and personal belongings are permitted inside during overnight shelter hours and only for those staying in the shelter.
  - On March 10, 2025, BC Housing provided additional funding to NFLA, allowing for the expansion of shelter hours from 8:00 p.m.–8:00 a.m. to 5:00 p.m.–8:00 a.m. ICCS continues to operate daytime services from 9:00 a.m.–4:00 p.m. daily. A gap in service remains between 8:00 a.m.–9:00 a.m. and 4:00 p.m.–5:00 p.m. to accommodate cleaning and coordination between the two service providers. While this ensures that staff are now on-site 24/7 to address safety concerns, it has also resulted in increased visibility of individuals waiting for services during transition times.
  - Hub users are being prioritized through BC Housing's HEART and HEARTH programs, with members of the HEART team now attending the site weekly to complete assessments and housing applications. One HEARTH site with 50 units is currently operational, and three additional sites, providing 187 units, are scheduled to open by fall 2025. Hub users are being actively added to tenancing lists for these sites.
  - City staff and service providers are also working with the building owner to explore alternative entry options for the Hub. However, any changes must address fire code requirements, additional staffing needs, and associated costs. This work is ongoing.
- *Boundaries for Service Users:*
  - Staff have implemented clear behavioural expectations for Hub users. Individuals engaging in disruptive or unsafe behaviour may receive a 48-hour break in service. If individuals fail to comply, CSOs or the RCMP are called to remove them from the property.
  - ICCS has also hired an outreach worker to engage Hub users as peers to create a daily clean team between Monday and Friday to help keep the area surrounding the Hub free of litter and debris.
- *Monitoring and Enforcement Measures:*

- Ongoing drug dealing activity has been observed near the Hub, particularly on Nicol Street. All such activity has been reported to the RCMP. To support enforcement efforts, two additional CCTV cameras were installed on 2025-JUN-26 to help monitor and report unsafe or criminal behaviour. Footage from these cameras is available remotely to Hub staff and supervisors and is shared with RCMP when required.
- City Staff have requested proactive patrols from the Nanaimo RCMP Bike Unit, and they are attending the site when available.
- Hub service providers have also designated staff to monitor the outside area and redirect inappropriate behaviour.
- *City Services and Supports:*
  - CSOs are present at the Hub two to three times daily and respond to additional calls when requested.
  - The City's graffiti contractor has been active in cleaning the Nicol Street side of the building, while the Clean Team attends the site daily with CSOs to remove debris, maintain sidewalks, and conduct weekly deep cleans of the surrounding area. This is in addition to the proactive supports to other hotspots in the south end neighbourhood identified by SECA representatives.
  - City staff participate in weekly check-ins with service providers, conduct regular site visits, and work with UWBC to ensure compliance with service agreements. Staff also continue to monitor potential alternative locations that may be more suitable for the Hub service.

Finally, Staff presented to the Public Safety Committee on 2025-JUN-11 to seek additional input on mitigation strategies to address the negative impacts of the Hub on the surrounding neighbourhood. Feedback from committee members included ensuring Hub service providers adhere to good neighbour commitments, relocating the entrance off Nicol Street, and maintaining clear pedestrian access on the sidewalk. While concerns about traffic safety were raised, no specific strategies were proposed. Members also expressed concerns about the concentration of social support services in the area contributing to broader public safety issues.

### *Next Steps*

The Hub is facing high demand for services, especially as winter shelters close and access to basic needs services continues to decline. This underscores the growing need for accessible day spaces and shelter options for individuals experiencing homelessness. Service providers at the Hub report an average of 52 new, first-time visitors each month. While the addition of temporary HEARTH units will help alleviate some of the current pressure, the number of units is insufficient to fully meet the rising demand.

Operational improvements are underway, including relocating the entrance from Nicol Street to Victoria Road as an interim measure, pending fire code approval and the availability of additional funding to hire an extra staff member to manage the new entrance. Ideally, a future location would support on-site laundry and shower services, allowing the current temporary shower program at Caledonia Park to be relocated. However, securing a suitable leased space remains challenging due to limited resources and the nature of the services provided.

Regardless of the location, some level of impact on the surrounding area is inevitable due to the visibility and complex needs of people experiencing homelessness. Addressing concerns about

unsheltered individuals living and gathering in public spaces requires coordinated efforts across the community and all levels of government. There is an urgent need to increase the availability of appropriate, permanent and accessible daytime and overnight shelter spaces. While long-term housing is essential, it alone does not meet the immediate basic needs of unhoused individuals or address the social disorder currently occurring in public spaces.

## **FINANCIAL CONSIDERATIONS**

The City has allocated \$584,257 to fund Hub daytime services in 2025. An additional \$500,000 has been allocated through the CAB and the Reaching Home program for the period of April 1, 2025, to March 31, 2026. Currently, the City has a service agreement with UWBC to oversee the Hub service and support Hub service providers until 2025-DEC-31. In addition, BC Housing is funding 20 overnight shelter beds at the Hub until September 30, 2025, with the expectation that temporary winter shelter funding may be used to extend the overnight service through the 2025/2026 winter season. The CAB is exploring multi-year funding for the Hub service and will discuss budget allocations at its next meeting on 2025-JUL-17.

The following are financial options that the Finance and Audit Committee may wish to consider for the Hub daytime services:

- *Option 1: Continue Full Funding for 2026 and Begin Relocation Planning* – the City would continue to match funding with the CAB and the Reaching Home program to support daytime services at the Hub for all of 2026. It could allocate the \$500,000 set aside for homelessness initiatives in the Special Initiatives Reserve. Staff would work with Hub service providers and UWBC to identify and secure a lease at a more suitable location, while continuing operational improvements at the current site until relocation occurs. Additionally, shower program funding could be allocated if the new or interim site includes shower facilities, which would free up Caledonia Park for other users. Staff would report back to the Committee in fall 2025 with a relocation update and seek further direction.
- *Option 2: Provide Bridge Funding for Winter 2025/2026 Only* – the City would extend the current service agreement with UWBC and fund daytime operations until March 31, 2026, ensuring continued service as a general daytime warming centre through the 2025/2026 winter season. This would allow time for Hub service providers, UWBC, and Staff to explore alternative funding sources or service delivery models.
- *Option 3: End City Funding as Outlined in the Service Agreement on 2025-DEC-31* – the City would conclude its funding commitment as outlined in the existing service agreement with UWBC. Hub service providers would need to adjust service delivery accordingly.
- *Option 4: Terminate Agreement with United Way BC for Drop-in Hub Services* – the City would terminate the current service agreement with UWBC for the delivery of the Hub services. If the City proceeds with this option, written notice of termination must be provided to UWBC with a minimum of 30 days' notice, in accordance with the terms of the agreement. In addition to the required notice period, further consultation with the City's Supply Chain Management team will be necessary to ensure all procurement

requirements are met and to determine any outstanding financial obligations or payments that may be owed under the agreement.

## **OPTIONS**

1. That the Finance and Audit Committee recommend that Council:

1. allocate the \$500,000 designated in the Special Initiatives Reserve for homelessness initiatives to match funds provided by the Reaching Home Community Advisory Board to continue to support the Hub daytime services in 2026; and
  2. direct Staff to work with Hub service providers and United Way BC to identify and secure a more suitable location while conducting operational improvements at the current site until relocation occurs; and
  3. direct Staff to report back to the Finance and Audit Committee in fall 2025 with an update on relocation status.
- The advantages of this option: maintains daytime access to essential services while supporting long-term relocation planning.
  - The disadvantages of this option: providing funds for the Hub daytime services will limit any other responses the City may wish to take to address homelessness. Reaching Home funding is distributed annually and may not be available after the 2025/2026 funding cycle. In addition, Staff time will be required to work with United Way BC and Hub service providers to support the Hub operations and identify a new suitable location for lease.
  - Financial Implications: This will fully allocate the funding designated in the Special Initiatives Reserve to support homelessness initiatives. The 2025 – 2029 Financial Plan will be amended at a later date to reflect the allocation.

2. That the Finance and Audit Committee recommend that Council:

1. allocate \$125,000 from the funding designated to support homelessness initiatives in the Special Initiatives Reserve to extend the existing service agreement with UWBC and fund daytime operations until March 31, 2026, to continue service levels over the winter season 2025/2026; and
  2. direct Staff to report back to the Finance and Audit Committee in winter 2025/2026 with an update on alternate funding or service delivery models.
- The advantages of this option: maintains short term service continuity through critical winter months without committing to long-term funding.
  - The disadvantages of this option: essential basic need services will no longer be available after 2026-MAR-31. Providing short term funds for the Hub daytime services will limit any other responses the City may wish to take to address homelessness. Staff time will be required to explore other funding and service delivery models.
  - Financial Implications: The 2025 – 2029 Financial Plan will be amended at a later date to reflect the allocation

3. That the Finance and Audit Committee provide alternate direction. |

### **SUMMARY POINTS**

- The City has allocated \$584,257 to fund Hub daytime services in 2025.
- The Hub is the only daily drop-in service in the city providing basic needs for unsheltered individuals.
- The Hub has been effective in connecting unsheltered individuals to basic needs, emergency shelter, housing, health services and functioning as a part of the City's extreme weather response.
- Residents and businesses in the area have reported an increase in visible homelessness, open drug use, traumatic behaviours, criminal activity and social disorder around the Hub location.

#### **Submitted by:**

Christy Wood  
Manager, Social Planning |

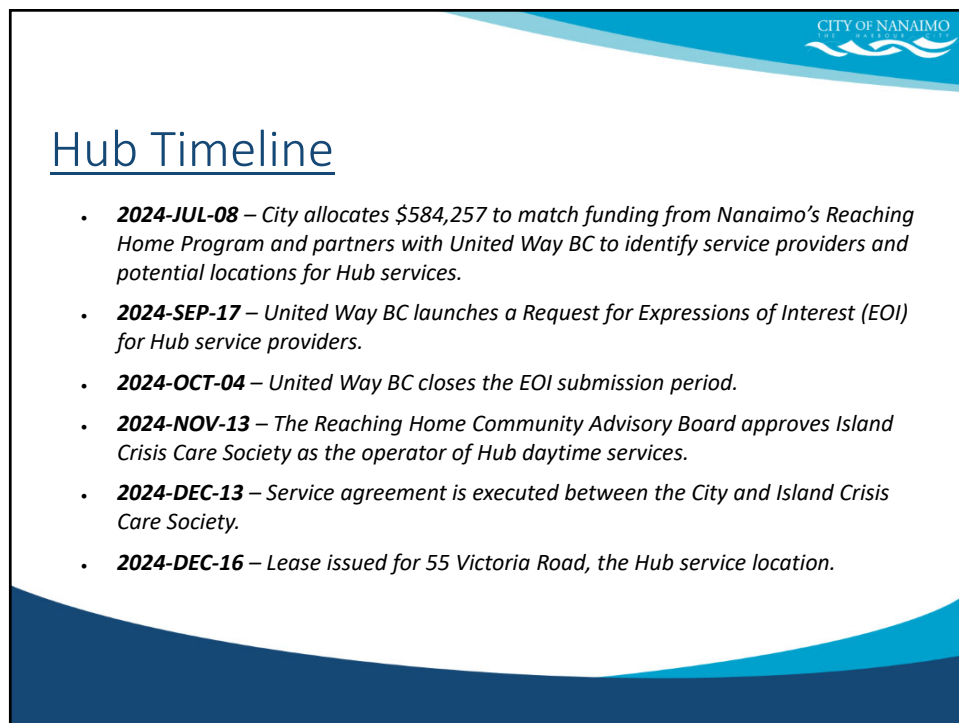
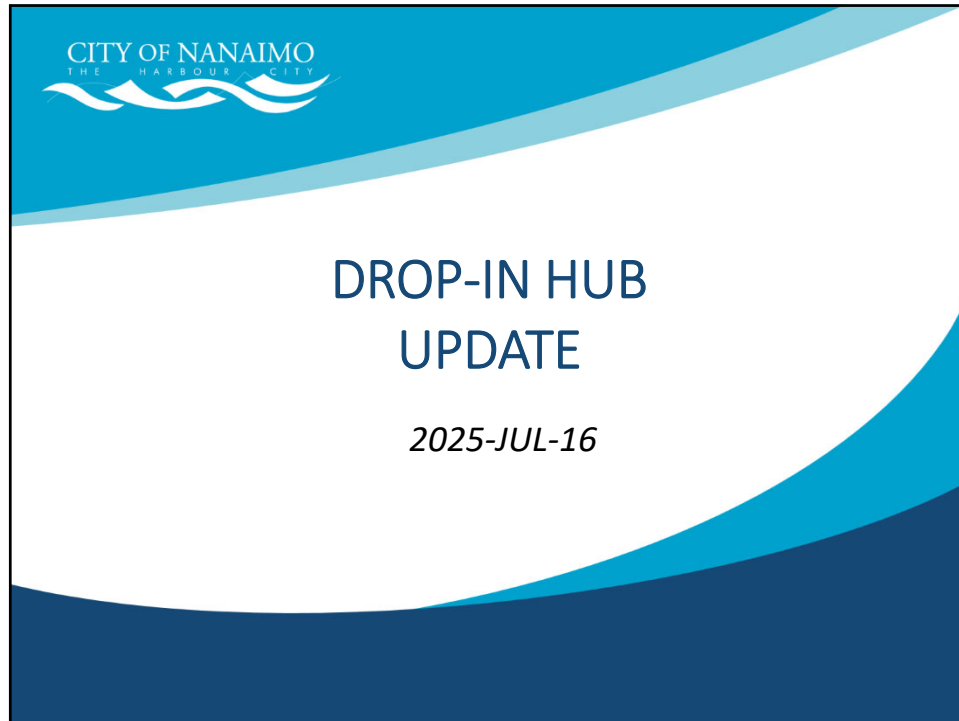
#### **Concurrence by:**

Tim Doyle,  
Fire Chief

Dave LaBerge  
Director, Public Safety

Wendy Fulla  
Director, Finance

Laura Mercer  
General Manager, Corporate Services



## Services Offered at the Hub

*The Hub provides a broad range of essential supports to meet the immediate and long-term needs of individuals experiencing homelessness.*

### **Key Services**

- **Basic Needs** – food, washrooms, hygiene supplies, clothing
- **Shelter & Housing** – emergency shelter, extreme weather response, housing
- **Income & Employment** – income assistance, employment connections, identification
- **Health & Wellness** – access to health care, connection to addiction treatment, Indigenous cultural supports

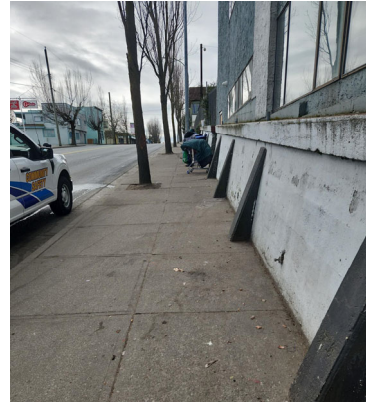
## Hub Impact Highlights

*(as of 2025-JUN-15)*

- **314+ unique individuals** supported through daytime services
- **77 average daytime visits** per day
- **12,658 daytime visits** recorded in total
- **93% overnight shelter occupancy** since opening
- **10+ people turned away** per night due to full shelter capacity (as of 2025-APR-30)
- **14 individuals housed** through Hub support (supportive housing or private rentals)
- **135 BC Housing Registry applications** completed at the Hub
- **68 Vulnerable Assessment Tool** completed at the Hub
- **170 unique individuals on By-Name list** for new HEARTH units (as of 2025-JUL-03, 33 Indigenous, 36 seniors, 5 youth, 6 people living with disabilities)
- **34% of Hub shelter guests identify as Indigenous**

## Hub Impact Highlights

(as of 2025-JUN-15)



## Hub Impact Highlights

(as of 2025-JUN-15)



## Hub Impact Highlights

(as of 2025-JUN-15)



## Neighbourhood Impact

*Community Safety Officer Service Files – January to June 15, 2024/2025, 100 Block of Victoria Road*

2024 Calls for Service – 100 Block Victoria Road (January to June 15)	2024 Proactive Service – 100 Block of Victoria Road (January to June 15)	2025 Calls for Service – 100 Block Victoria Road (January to June 15)	2025 Proactive Service – 100 Block of Victoria Road (January to June 15)
40	215	17	135

*Community Safety Officer Service Files – January to June 15, 2025, The Hub*

2025 Calls for Service – The Hub (January to June 15)	2025 Proactive Service – The Hub (January to June 15)
117	94

## Neighbourhood Impact

*Nanaimo RCMP Service Files – 2024 Year to Date, January to June 11, 2024/2025, 55 Victoria Road, 100 Block Victoria Road, and 100 Block Nicol Street*

Address	2024 Service Files (Year End)	2024 Service Files (January to June 11)	2025 Service Files (January to June 11)
100 Block Victoria Rd	28	16	8
55 Victoria Rd	45	22	55
100 Block Nicol St	254	143	113

## Neighbourhood Impact

*Nanaimo Fire Incidents – January to June 24, 2024/2025, 100 blocks Victoria Road and Nicol Street, Between Crace and Finlayson Streets*

Year – January to June 24	Total Incidents	Total Fires – Burning/Nuisance Complaints, Structure Fires & Vehicle Fires	Total Overdoses
2024	86	11	38
2025	72	28	18

*Total calls for 55 Victoria Road, January to June 24*

- 2024 – 30
- 2025 – 24

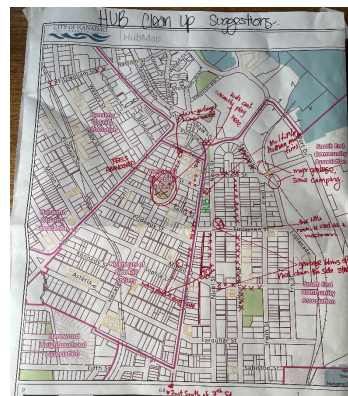
## Neighbourhood Impact

Community impacts and concerns received from residents and businesses

- Increases in open drug use and traumatic behaviours
- Incidents of victimization and criminal activity
- Heightened levels of social disorder
- Increased traffic safety risks on Nicol Street
- Substance-affected individuals navigating sidewalks or attempting to cross the road

## Neighbourhood Impact

- Nicol Street
- Victoria Road
- Crace Street
- Finlayson Street
- Nob Hill Park



## Mitigation Strategies

- Enhanced coordination for community safety
- Facility and service management
- Boundaries for service users
- Monitoring and enforcement measures
- City services and supports

## Mitigation Strategies- Next Steps

- *High demand continues*
  - 52 new first-time visitors per month on average
- *Winter shelter closures and reduced services increase pressure on the Hub*
  - Immediate need for more daytime and overnight shelter spaces; housing alone is not enough
- *Temporary HEARTH units will help reduce numbers at the Hub*
  - Individuals are being provided housing through Encampment Response Plan process but there are not enough units to meet overall need

## Mitigation Strategies- Next Steps

- *Entrance relocation to Victoria Road under way*
  - Pending fire code and staffing resources
- *Looking for more suitable locations for lease*
  - Leased space remains difficult to secure due to limited resources and service nature
- *Neighbourhood impact is inevitable*
  - Requires a coordinated, cross-sector response

## Financial Considerations

- **Option 1:** Continue full funding for 2026 and begin relocation planning
- **Option 2:** Provide bridge funding for winter 2025/2026 only
- **Option 3:** End city funding as outlined in the service agreement
- **Option 4:** Terminate agreement with United Way BC for Drop-in Hub services

## Recommendation

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

- 1. allocate the \$500,000 designated in the Special Initiatives Reserve for homelessness initiatives to match funds provided by the Reaching Home Community Advisory Board to continue to support the Hub daytime services in 2026; and*
- 2. direct Staff to work with Hub service providers and United Way BC to identify and secure a more suitable location while conducting operational improvements at the current site until relocation occurs; and*
- 3. direct Staff to report back to the Finance and Audit Committee in fall 2025 with an update on relocation status.*

DATE OF MEETING JULY 16, 2025

AUTHORED BY POUL ROSEN, DIRECTOR, ENGINEERING  
MIKE BRYSON, DEPUTY DIRECTOR, CIVIC FACILITIES  
DAVID LABERGE, DIRECTOR, PUBLIC SAFETY

SUBJECT **FENCING AND PARKING LOT IMPROVEMENTS – CITY HALL AND SARC**

## **OVERVIEW**

### **Purpose of Report**

To seek Council approval and funding for fencing and site security improvements at the Service and Resource Centre building and City Hall.

### **Recommendation**

That the Finance and Audit Committee recommend that Council direct Staff to proceed with the installation of perimeter fencing and associated site improvements at the City Hall and Service and Resource Centre (SARC) properties as outlined in the report titled “Fencing and Parking Lot Improvements – City Hall and SARC”, dated 2025-JUL-16, and allocate an additional \$300,000 to the project, funded from the General Capital Reserve for a total budget of \$412,000.

## **PURPOSE**

To seek Council approval for fencing, grading, and sidewalk modifications around City Hall and the SARC buildings to improve site security, deter illicit activities, and protect City staff and infrastructure from ongoing impacts associated with congregations, motor vehicle incidents, violence and disorder.

## **BACKGROUND**

Within the City of Nanaimo there is one sanctioned and authorized overdose prevention site (OPS), currently located at 250 Albert Street, adjacent to City Hall. The site is funded by Island Health and operated by the Canadian Mental Health Association (CMHA). It provides supervised consumption services for individuals at risk of drug poisoning and overdose, along with referrals to health and social supports. The site operates daily from 11:00 a.m. to 9:00 p.m.

Prior to its relocation in December 2022, the OPS was situated at 437 Wesley Street, directly behind the City's Service and Resource Centre (SARC). During its time at this location, the area experienced significant challenges related to public disorder, including entrenched homelessness, open-air drug use, and street-level trafficking. These issues escalated over time and culminated in the establishment of a large homeless encampment along Wesley Street, which was extensively damaged by a major fire and subsequently closed in December 2020.

Despite the relocation of the OPS, disorder, drug activity, and street-level homelessness continue to affect the area, particularly in and around the SARC staff parking lot, which lies

between the former and current OPS sites. This area continues to be a frequent location for congregations, loitering, violence and property-related concerns, including damage to and theft from staff vehicles, fires, litter, vandalism, and safety risks for staff accessing the facility.

The overdose prevention site serves a highly vulnerable and marginalized population. Clients who access the site are often individuals experiencing multiple and complex challenges, including substance use disorder, homelessness or unstable housing, untreated trauma, and co-occurring mental and physical health conditions. Many live in extreme poverty and face significant barriers to accessing traditional healthcare and support services.

The City continues to monitor the area in coordination with local partners and provides ongoing enforcement, maintenance, and harm reduction supports to manage the complex and evolving impacts of the OPS and broader community challenges.

Since this relocation, the City has experienced a significant increase in disorder around City Hall and SARC. Disorderly behaviour is common both during and outside the facility's hours of operation. When closed, individuals frequently congregate in the parking lots, gardens, and shaded areas around City Hall and SARC, leading to considerable safety and operational challenges.

### **ISSUES AND OBSERVATIONS**

The following issues have been consistently observed and documented:

- Congregations of 20 - 30+ individuals during early morning and evening hours
- Drug trafficking and substance use, including open-air use during daytime hours
- Vandalism and property damage to HVAC systems, fencing, and landscaping
- Frequent hit-and-run incidents and vehicular damage to staff vehicles
- Fire hazards, including unauthorized fires set near doorways and building perimeters
- Graffiti, litter, human waste, and general deterioration of site conditions
- Intimidation and harassment experienced by staff, particularly those arriving early or working late
- Pop-up OPS tents erected overnight by advocacy groups in parking lots and landscaped areas
- Police arrests for possession of weapons and drug trafficking on or near the site

The OPS site at 250 Albert Street is currently under renovation and is anticipated to expand in size and scope of services soon.

### **PROPOSED SITE MODIFICATIONS**

To enhance safety and reduce impacts to staff and City infrastructure, the following improvements are proposed:

1. Installation of robust decorative wrought iron fencing:
  - Around the SARC parking lot (south side), fully enclosing it and eliminating vehicle/pedestrian access from Wesley Street

- Around the City Hall south parking lot, restricting access from Dunsmuir Street with a secured vehicle gate and converting the lot to staff-only use. (Patron parking shifting to the north parking lot)
- 2. Access control:
  - Two vehicle gates on Dunsmuir Street at SARC will remain open during business hours and locked after hours
  - (Staff) vehicle access to the City Hall south lot will be redirected exclusively to Mark Bate Lane. Bollards at the Wallace Street entrance restricting vehicle access after hours
- 3. Sidewalk and grading adjustments:
  - Modifications to improve perimeter security and pedestrian movement. Grading to improve vehicle movement including two new accessible parking spaces in the SARC parking lot and a ramp with a controlled access pedestrian gate to get into the upper parking lot. A reorganization of the parking lot to allow for the implementation of the gates requires a retaining wall, regrading and repaving a portion. The repaving is needed regardless from an asset management perspective.

As part of the work on the City Hall side, a new segment of sidewalk will be installed to infill the gap that currently exists at the entrance off Dunsmuir Street. This will provide a safer and more consistent experience for pedestrians walking adjacent to City Hall.

### **VARIANCE REQUIREMENT**

Zoning restricts fence heights in the front yard setback to a maximum of 1.2 metres. This proposal seeks a variance to allow a maximum height of 1.83 metres, representing a variance of 0.63 metres. The proposed decorative fencing is robust and consistent with existing fencing in the vicinity and complements the character of the Downtown area. A development variance permit application will be submitted for Council consideration if funding for this project is approved.

### **FINANCIAL IMPLICATIONS**

The recommended budget for the fencing and associated site improvements is \$412,000, inclusive of contingency. Should Council approve this project, funding will be allocated from the General Capital Reserve.

## **OPTIONS**

1. That the Finance and Audit Committee recommend that Council direct Staff to proceed with the installation of perimeter fencing and associated site improvements at the City Hall and Service and Resource Centre (SARC) properties as outlined in the report titled “Fencing and Parking Lot Improvements – City Hall and SARC”, dated 2025-JUL-16, and allocate an additional \$300,000 to the project, funded from the General Capital Reserve for a total budget of \$412,000.
  - The advantages of this option: The installation of perimeter fencing around City Hall will enhance overall site security by improving safety for staff and visitors, deterring unauthorized access and after-hours congregations, and reducing instances of trespassing, vandalism, and property damage. The fencing will help protect municipal assets, including staff vehicles and building infrastructure, and support the safe and reliable operation of civic facilities. In addition, controlled access points will allow for more efficient management of vehicle parking and traffic flow, ensuring designated areas are used appropriately and reducing operational disruptions.
  - The disadvantages of this option: Installing fencing around a civic facility may be perceived by some members of the public as a symbol of exclusion, especially in the context of visible homelessness and public disorder in surrounding areas. The estimated cost is a significant capital investment requiring ongoing maintenance.
  - Financial Implications: The General Capital Reserve has sufficient funding available, the revised closing balance of the revise after the funding allocation is \$4,852,965.
  - While this is a significant capital investment, it is anticipated to reduce ongoing costs related to vandalism, property damage, staff vehicle claims, and emergency repairs, as well as support operational efficiency through improved control of site access and vehicle traffic.
  - Future operating costs related to gate maintenance, locking mechanisms, and periodic repairs are expected to be modest and can be absorbed within existing facilities or public works operating budgets.
  - The 2025-2029 Financial Plan will be amended later to reflect the increase to the project budget.
2. That the Finance and Audit Committee provide no recommendation for action or provide alternative direction.

### **SUMMARY POINTS**

- The City continues to experience persistent safety and disorder issues around City Hall and the Service and Resource Centre (SARC), including drug activity, vandalism, property damage, and unauthorized congregations.
- The proposed perimeter fencing and site modifications aim to improve staff safety, protect City property and infrastructure, and reduce after-hours trespassing and illicit activity.
- Fencing will enclose the south parking lots of City Hall and SARC, with secure, controlled vehicle access points to be closed after business hours.
- The SARC fence will eliminate pedestrian and vehicle access from Wesley Street, a known corridor for drug trafficking and congregation.
- The south parking lot of City Hall will be converted to staff-only use, with all public parking relocated to the north lot to improve control and security.
- The proposed fencing will be decorative wrought iron, designed to complement existing infrastructure in the vicinity.
- A variance will be required to increase the maximum fence height within the front yard setback from 1.2 metres to 1.83 metres (a 0.63 metre variance).
- The required project budget is \$412,000 inclusive of contingency.

### **ATTACHMENTS:**

1. Attachment A: City of Nanaimo-staff parking lot - Final |

Submitted by:

David LaBerge  
Director, Public Safety |

Concurrence by:

Wendy Fulla  
Director, Finance

Mike Bryson  
Deputy Director, Civic Facilities

Poul Rosen  
Director, Engineering

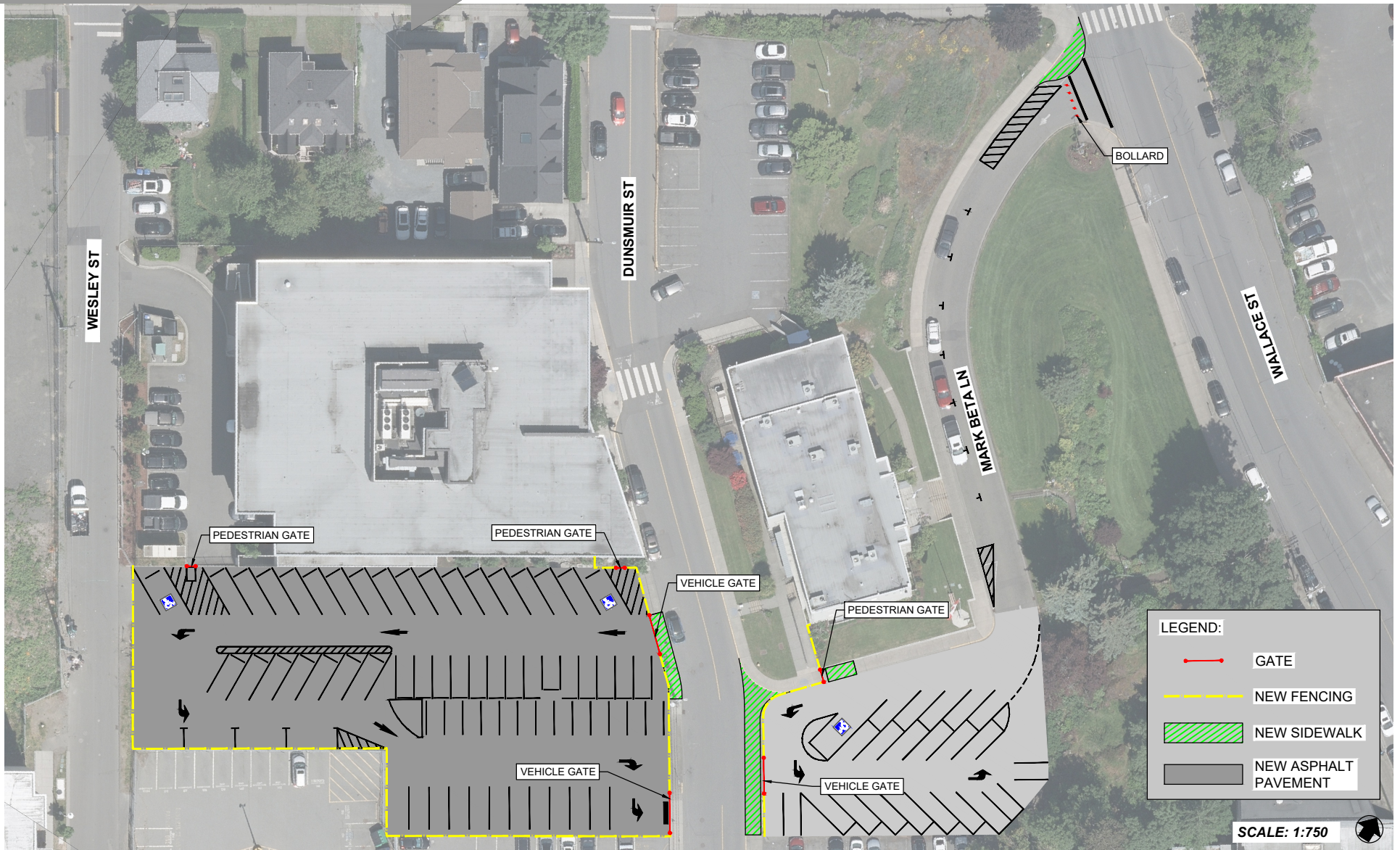
Bill Sims  
General Manager, Engineering and Public Works

Laura Mercer  
General Manager, Corporate Services

Dale Lindsay  
Chief Administrative Officer |

# CITY OF NANAIMO STAFF PARKING LOT

## LOCATION PLAN



DATE OF MEETING JULY 17, 2025

AUTHORED BY JAMIE ROSE, MANAGER OF TRANSPORTATION

**SUBJECT ALLOCATION OF PEDESTRIAN UNALLOCATED FUNDS**

## **OVERVIEW**

### **Purpose of Report**

To adjust project funding sources to ensure successful delivery of approved projects. |

### **Recommendation**

That the Finance and Audit Committee recommend that Council:

1. Fund the Townsite Road at St. Patrick Crescent raised crosswalk from Developer Contributions; and
2. Reallocate the \$100,000 from the 2025 Pedestrian Unallocated budget for the Townsite Road at St. Patrick Crescent raised crosswalk to fund budget shortfalls on 2023 Pedestrian Unallocated projects.

## **BACKGROUND**

Since 2018 Council has supported improvements to the pedestrian network through Staff's annual "Pedestrian Unallocated" reports. Most recently, Council approved the allocation of \$300,000 to three locations; Applecross at McRobb, Townsite at St Patrick, and Waddington at Dufferin (Attachment A).

## **DISCUSSION**

Since the 2025 Pedestrian Unallocated Report was drafted and approved by Council, details relating to the previous 2023 approved projects have changed. Three previously approved 2023 projects have progressed through procurement and have been identified as requiring additional funds to complete construction. These projects are:

	Budget	Actual	Difference
Dufferin @ Grant – raised crosswalk	\$ 100,000	\$ 105,388	\$ (5,388)
Dover @ Applecross - flashers	\$ 80,730	\$ 110,091	\$ (29,361)
400 Block Campbell St - crossing	\$ 118,200	\$ 148,673	\$ (30,473)

In addition, a Subdivision application was approved at 1355 Townsite Road, with a cash in lieu contribution of \$97,457.33 for upgrades to pedestrian facilities in the surrounding area, which could be allocated to the recently approved Townsite/St Patrick crosswalk.

The project funding shortfall and the cash contribution from the development project are very close in value and so Staff recommend adjusting funding sources for the projects to ensure that all works are completed as intended.

## **FINANCIAL CONSIDERATIONS**

The financial implications of this situation would be minimal as the cash contribution from the development has not been identified for a specific project, only that it is to be used for enhancing walkability in the neighbourhood, which allocating to the Townsite at St Patrick intersection would fulfill.

## **OPTIONS**

1. That the Finance and Audit Committee recommend that Council:
  1. Fund the Townsite Road at St. Patrick Crescent raised crosswalk from Developer Contributions; and
  2. Reallocate the \$100,000 from the 2025 Pedestrian Unallocated budget for the Townsite Road at St. Patrick Crescent raised crosswalk to fund budget shortfalls on 2023 Pedestrian Unallocated projects.
  - The advantage of this option is that all projects proceed as envisioned with no additional cost to the City.
  - The disadvantage of this option is the possible missed opportunity to use the deferred revenue funds for a project that has yet to be identified.
  - Financial Implications: There are no financial implications with this option
2. That Council provide alternate direction to Staff.

### **SUMMARY POINTS**

- Projects previously approved under the 2023 Pedestrian Unallocated Program have progressed to the procurement stage but have are being quoted above the approved budget.
- A Subdivision adjacent the Townsite at St Patrick intersection was approved with a cash in lieu agreement to fund nearby pedestrian improvements.
- Applying the cash in lieu to the Townsite at St Patrick project will allow funds from the 2025 Pedestrian Unallocated Budget to be used to address the 2023 Projects budgetary shortfalls.

## **ATTACHMENTS:**

Attachment A: Staff Report from June 18, 2025, Finance and Audit Committee

**Submitted by:**

Jamie Rose  
Manager, Transportation

**Concurrence by:**

Wendy Fulla  
Director, Finance

Bill Sims  
General Manager, Engineering & Public  
Works

Laura Mercer  
General Manager, Corporate Services



## Staff Report for Decision

DATE OF MEETING JUNE 16, 2025

AUTHORED BY MADELEINE KOCH, ACTIVE TRANSPORTATION PROJECT SPECIALIST

SUBJECT **ALLOCATION OF UNALLOCATED PEDESTRIAN FUNDS**

### **OVERVIEW**

#### **Purpose of Report**

To recommend pedestrian improvement projects to Council for expenditure of the \$300,000 Pedestrian Unallocated Budget for 2025. |

#### **Recommendation**

That Council invest \$300,000 Pedestrian Unallocated budget for 2025 towards raised crosswalks at the following locations:

- Townsite Road at St. Patrick's Crescent (\$100,000)
- Wallace Street at Franklyn Street (\$100,000)
- Portsmouth Road at Applecross Road (\$100,000)

### **BACKGROUND**

Each year, Nanaimo City Council allocates \$300,000 towards pedestrian mobility and safety projects throughout the City. This Pedestrian Unallocated Budget is intended to address smaller-scale pedestrian improvement projects more quickly than would be possible via the typical financial planning process.

Staff prepare a report annually for Council with potential projects for their consideration. Projects that improve crosswalk safety are commonly recommended by Staff, as research shows that most collisions between drivers and pedestrians occur at crossings. Staff identify priority crosswalks using the Crosswalk Improvement Prioritization Tool, which assigns a score to each crosswalk in Nanaimo based on trip-generation factors and risk factors.

Staff have provided information reports at the 2025-MAY-14 Advisory Committee on Accessibility and Inclusiveness and the 2025-JUN-11 Public Safety Committee, sharing the pedestrian unallocated projects being recommended to Council for 2025. |

### **DISCUSSION**

For 2025, Staff recommend that Council allocate funding towards high scoring pedestrian crosswalks, per the Crosswalk Improvement Prioritization Tool. During Staff's analysis, high scoring crosswalks were refined by excluding the following types of crosswalks:

- Those at controlled intersections (either traffic lights or stop signs), since the rights and responsibilities of both pedestrians and drivers are generally understood at these types

of intersections. Furthermore, interventions to improve pedestrian safety at these intersections are typically quite complex and costly.

- Those that are within the scope of an upcoming capital project, as these projects typically provide an opportunity to make improvements to transportation infrastructure, often at a reduced cost.

### 2025 Projects for Council's Consideration

For 2025, Staff recommend the following projects for Pedestrian Unallocated funding:

#### **Townsite Road at St. Patrick Crescent**

*Crosswalk Improvement Prioritization Tool Score:* 50

*Recommended Treatment:* Raised crosswalk and lighting improvements

*Cost Estimate:* \$100,000

#### *Rationale:*

This crosswalk's high score is primarily due to trip generation factors. These include proximity to a highly used transit stop, its location within the Hospital Urban Centre, and economic equity considerations. Risk factors affecting this crossing include high traffic volumes and a known collision involving an active transportation user.

#### **Wallace Street at Franklyn Street**

*Crosswalk Improvement Prioritization Tool Score:* 48

*Recommended Treatment:* New raised crosswalk on north side of intersection

*Cost Estimate:* \$100,000

#### *Rationale:*

This crosswalk's high score is primarily due to trip generation factors. These include its location within the Primary Urban Centre land use designation, economic equity considerations, and its high WalkScore rating. The most significant risk factor affecting this location is traffic volume.

Staff propose adding a new raised crosswalk at the north side of the intersection. In addition to slowing traffic, this new crossing location provides a shorter crossing distance and reduces the potential for conflicts between pedestrians and drivers.

#### **Portsmouth Road at Applecross Road**

*Crosswalk Improvement Prioritization Tool Score:* 47

*Recommended Treatment:* Raised Crosswalk

*Cost Estimate:* \$100,000

#### *Rationale:*

This crosswalk's high score is primarily due to trip generation factors. These include its location within an Urban Centre, having a high WalkScore rating, and proximity to a highly used transit stop. Crossing distance is the most significant risk factor affecting this location.

Pedestrian improvements at this crossing were strongly supported during community consultation for the Woodgrove Area Plan.

### 2025 Secondary Projects

The following potential projects have also been reviewed by Staff but are not included in the recommendation to Council for 2025, as the budget would be exceeded. However, Council may consider re-prioritising any of the following projects for funding in 2025, either by removing projects from the recommended list above, or by allocating additional funds from other budgets to cover costs over and above the \$300,000 Pedestrian Unallocated budget.

#### **Waddington Road at Dufferin Crescent**

*Crosswalk Improvement Prioritization Tool Score: 47*

*Recommended Treatment: Raised crosswalk*

*Cost Estimate: \$100,000*

#### *Discussion:*

This location has the same ranking as Portsmouth Road @ Applecross Road and is driven by similar trip generation and risk factors. Ultimately, Staff are recommending Portsmouth Road @ Applecross Road over this location given the strong public support expressed during recent community consultation for the Woodgrove Area Plan.

#### **Mary Ellen Drive at Dover Road**

*Crosswalk Improvement Prioritization Tool Score: 46*

*Recommended Treatment: Two-stage crossing*

*Cost Estimate: \$150,000*

#### *Discussion:*

As the existing crosswalk crosses multiple vehicle lanes, this location is a strong candidate for a two-stage crossing including flashing lights and a pedestrian refuge area at the half-way point of the crossing.

Staff excluded this project from the 2025 recommendations as it would require a substantial portion of the Pedestrian Unallocated budget. It is possible to fund three raised crosswalk projects within the budget. However, if this two-stage crossing were funded, only two projects would be possible with the 2025 funds.

### Other Locations Considered:

The following locations have substantial scores but were excluded from Staff's recommendation in favour of the higher-scoring crosswalks noted above. As the higher-scoring crosswalks receive improvements, it is likely that future pedestrian unallocated funding will support recommendations at the locations listed below.

In addition to the prioritization scoring, these crosswalk locations have been brought to Staff's attention through requests from the public.

Location	Score	Notes
Elizabeth Street at Howard Avenue	41.5	Members of the Fairview Elementary School community have submitted 20 requests for safety enhancements at this crossing, and the crossing at Second Street @ Kamp Place.
Second Street at Kamp Place	39.5	See above
Hammond Bay Road at Kenwill Drive	41	Staff have received four requests for safety improvements at this crosswalk, some in anticipation of Rutherford Elementary School re-opening this September.
Sierra Way at McGirr Road	38.5	Staff have received a request for safety improvements to the crosswalk on McGirr Rd. Traffic safety improvements at this location are also supported by the McGirr Elementary Active School Travel Plan.

### Previous Year Project Update

Following is a table showing the pedestrian unallocated projects approved since 2023, and the completion status of each. See Attachment A for a map of project locations over the past five years.

Location	Project	Status
<b>2023</b>		
Departure Bay Road south sidewalk (Alan-A-Dale to Wardropper Park)	Sidewalk	Completed Aug 2024
Dufferin Crescent at Grant Avenue	Raised crosswalk and curb return	Design in progress
Pine Street and Wentworth Street	Rectangular rapid flashing beacons (RRFBs), improved street lighting, shortened crossing	Design in progress
Howard Avenue at Regal Street	Raised crosswalk	Completed Sept 2024
Dover Road at Applecross Road	RRFBs	Design in progress
Brickyard Road at Broadway Road	Islands, centre line signage, revised pavement markings	Under construction
3700 Block of Departure Bay Road	RRFBs	Completed Sept 2024
400 Block of Campbell Street	Raised crosswalk	Design in progress
<b>2024</b>		
Albert Street at Dunsmuir Street	Raised crosswalk	Design in progress
Albert Street at Selby Street	Raised crosswalk	Design in progress

### CONCLUSION

The Crosswalk Improvement Prioritization Tool continues to support high value pedestrian infrastructure investments across Nanaimo. This year's recommended projects have been prioritized primarily due to generating relatively high scores in the Crosswalk Improvement Prioritization Tool.

## **OPTIONS**

1. That Council invest the \$300,000 Pedestrian Unallocated budget for 2025 towards raised crosswalks at the following locations:
  - Townsite Road at St. Patrick's Crescent (\$100,000)
  - Wallace Street at Franklyn Street (\$100,000)
  - Portsmouth Road at Applecross Road (\$100,000)
  - The advantages of this option: It is based on objective scoring generated by the Crosswalk Improvement Prioritization Tool. This option would support three projects, which is the maximum number of projects possible within the budget.
  - This option does not address high-scoring locations that require more costly safety interventions.
  - Financial Implications: Funding is included in the approved 2025 – 2029 Financial Plan.
2. That Council invest the \$300,000 Pedestrian Unallocated budget for 2025 towards some or all of the "2025 Secondary Projects" described in this staff report.
  - The advantages of this option: The "2025 Secondary Projects" listed in the Staff report are also relatively high-scoring and worthwhile. Council may have reasons for prioritizing one or both of these projects rather than those recommended in Option 1.
  - The disadvantages of this option: A different combination of projects may not fit within the \$300,000 budget, which could mean only two projects could be constructed. Deviating from funding improvements at the highest scoring crosswalks reduces objectivity in decision making.
  - Financial Implications: A different combination of projects may require additional funding from other budget sources or may result in left over funds.
3. That Council provide alternate direction to Staff.

## **SUMMARY POINTS**

- Council allocates \$300,000 towards small-scale pedestrian improvement projects each year.
- Staff are recommending Council allocate their 2025 budget towards three raised crosswalk projects at locations with high scores, based on staff's Crosswalk Improvement Prioritization Tool.
- The recommended projects have been shared with the Advisory Committee on Accessibility and Inclusiveness and the Public Safety Committee through information reports.

## **ATTACHMENTS:**

~~Attachment A: Allocation of Unallocated Pedestrian Funds PowerPoint Presentation~~

**Submitted by:**

Jamie Rose |  
Manager, Transportation

**Concurrence by:**

Poul Rosen  
Director, Engineering

Bill Sims  
General Manager, Engineering & Public  
Works |

DATE OF MEETING JULY 16, 2025

AUTHORED BY TING PAN, MANAGER, SUSTAINABILITY

**SUBJECT HOME ENERGY RETROFIT FINANCING PROGRAM EXPANSION**

## **OVERVIEW**

### **Purpose of Report**

To seek Council direction to submit an application for funding to expand the Home Energy Retrofit Financing Program by offering a third-party financing option.

### **Recommendation**

That the Finance and Audit Committee make recommendations to Council on the options presented for the Home Energy Retrofit Financing Program continuation.

## **BACKGROUND**

At 2024-APR-22 Governance and Priorities Committee meeting, Staff presented the Home Energy Retrofit Financing Feasibility Study. The study concluded both Property Assessed Clean Energy (PACE) and Direct Lending/Third-Party financing models are feasible options for the City. The report outlined the next steps including bringing forward a report to Council in mid-2024 on a home energy financing program design and investigating the viability of a direct lending program and exploring potential partnership with a financial institution.

### **PACE Pilot**

In spring 2024, given the opportunity to secure external funding to launch a pilot program quickly, Staff first focused on the design of a program using the PACE model. At the 2024-JUN-19 Finance and Audit Committee meeting, Staff advised they would work separately on developing a direct lending financing model to be integrated into the program, with plans to bring a report to Council in early 2025 to access the Community Efficiency Financing (CEF) Capital funding stream through the Federation of Canadian Municipalities (FCM).

At the regular meeting held 2024-JUL-08, Council directed Staff to:

*“apply to the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) program for pilot funding to support a Property Assessed Clean Energy (PACE) style home energy financing program and if successful, launch a PACE style home energy financing program for Nanaimo residents”.*

In December 2024, FCM informed Staff the funding application was successful. On 2025-APR-01, the City launched a small-scale PACE-style Home Energy Retrofit Financing Pilot Program with the anticipation that 30 to 40 Nanaimo homeowners could participate in the program. The first intake period has now been completed. A total of 37 applications were received.

The pilot has been used to test the program design and potential demand for home retrofit financing and inform program continuation. Given the absence of PACE enabling legislation in BC and the limited grant amount as capital for the PACE pilot, without additional grant or municipal funds, the number of homeowners that can benefit from a PACE-style home retrofit financing program using Local Service Area is limited.

### **Third-Party Financing**

To support program continuation and benefit more homeowners, Staff followed the feasibility report recommendation and investigated the Direct Lending or Third-Party financing option where a private lender offers eligible participants a consumer loan product for home energy upgrades.

A third-party financing option can enable the program to continue with access to market capital and requires the least amount of resource commitment by the City in terms of both capital funding and Staff capacity. For these reasons, the consultant report recommended this financing delivery model for the City and RDN at the time. The success and uptake of a third-party financing option strongly depends on how attractive this option is compared to other financing options available to homeowners.

Legal advice Staff received confirmed that the City could establish an administration program to help owners obtain private loans and use a City-approved set of contractors with City template contracts. The main weakness of this option is that the interest rate could be prohibitive. The City may utilize the funding FCM offers for a loan loss reserve to negotiate for reduced interest rates. FCM holds the funds, and the lender requests loan loss coverage from FCM through the retrofit program administered by the City.

### **CEF Capital Program**

The CEF Capital funding is designed to enable third-party financing to help scale up an existing program, such as the City's Home Energy Retrofit Financing program. Local governments in BC are not authorized to borrow money to loan to private homeowners but can access CEF Capital Program funding of up to \$2 million as a backstop, or loan loss reserve, to cover any losses that might be realized by a third-party lender in the event of a loan default. The loan loss reserve could help the City attract third-party financial partners to participate in the City's Home Energy Retrofit Financing program and negotiate lower interest rates and/or more flexible loan terms for homeowners looking to home energy retrofits.

The CEF Capital Program criteria require a local government to demonstrate that it has secured capital commitments from a third-party financial partner to be eligible for a loan loss reserve at a 5:1 leverage ratio. For example, if a municipality has secured a commitment of \$5 million in loan capital from a financial partner, it would be eligible for a \$1 million loss reserve held by FCM. Should a loan default materializes, the loss reserve will provide up to 80 percent for unrecovered individual loan losses to the participating financial institution. And the participating financial institution would be liable for the remaining amount. The loan loss reserve feature of the CEF Capital Program is meant to offset a participating financial institution's risk and unlock preferential financing products for homeowners.

In addition to the loan loss reserve, the CEF Capital Program also offers a grant up to 50 percent of the loan capital committed by a third-party financial partner. The grant could be used to cover

program setup and operating costs with no matching funds from the City required. City staff were informed by CEF staff in spring 2025 that the funding was almost fully committed and that new Capital Program applications will close on 2025-SEP-01, or earlier if funding is fully allocated. |

## **DISCUSSION**

### **Program Expansion**

The expanded program will have the same objectives as the PACE pilot to help overcome upfront cost barriers to home energy retrofits in order to achieve the following benefits:

1. Reduce community greenhouse gas emissions from low-density residential buildings
2. Improve equity, access and affordability
3. Prepare Nanaimo residents for a changing climate.

The Program has already established eligible retrofits and an approved list of contractors and integrated the Home Energy Navigator energy concierge service. Interested homeowners could apply for the third-party financing option after signing up for the Home Energy Navigator service. Once they are informed of rebates and financing options and confirmed their eligibility, they would be referred to the select financial institution. If they are qualified for the loan with the reduced interest rate, they would need to complete a pre-retrofit energy evaluation. Once they carry out the eligible retrofit(s) with an approved contractor and obtain a post-retrofit energy evaluation, they could apply for rebates from the City with funding from the CEF Capital Program.

In addition to providing more flexible financing terms and access to loans with reduced interest rates anytime of the year, a third-party financing option would place a much smaller administrative burden on Staff. PACE financing is an intense administrative process involving Sustainability, Finance and Legislative Services staff. In comparison, once the third-party financing option is set up, Staff's responsibility would be mainly on communication and promotion and rebate application processing with the support from a contracted program administrator. Finance staff will be more involved only if the financial institution requests a loan loss recovery, which is anticipated to be very rare.

In terms of program impact, under the current economic condition, it is estimated third-party financing could potentially deliver home retrofit loans to 36 to 48 homes per year, compared to 30-40 homes over up to 10 years through PACE financing.

### **Financial Partner Selection**

In order to proceed with a third-party financing model and apply for CEF Capital Program funding, the City needs to identify a financial partner that could provide loan capital to support home energy retrofits.

In March and April of 2025, Staff and a consultant performed a market scan of existing home retrofit financing products across Canadian financial institutions and made attempts to reach eight financial service providers: TD Bank, CIBC, BMO, RBC, Scotiabank, Coastal Capital Community Credit Union, Vancity, and SwitchPACE, of which the last three have responded substantively and engaged with Staff to discuss feasibility.

As financial institutions are exempt from trade agreements, the City is allowed to choose a financial partner based on its own preferences. For the purpose of the CEF funding application

and creating a third-party lending option as part of the Home Energy Retrofit Financing Program, financial institutions were evaluated on their loan product compatibility (such as loan structure, terms, and inclusivity), timeline alignment with CEF funding application, willingness to co-design or adapt financing solutions, operational readiness and support capacity as well as equity and accessibility considerations.

Vancity emerged as the preferred financial partner due to their organizational readiness and market knowledge from nearly two decades long history of offering home retrofit loans, familiarity with the home renovation financing landscape, their willingness and capacity to collaborate effectively with Staff and its competitive loan offering.

A Letter of Intent from the selected financial partner is required for the funding application (Attachment A). There is currently no binding agreement between the City and Vancity Credit Union. If the application is successful, Staff will discuss with Vancity the next steps and report back to seek further direction.

### **Budget**

The City can apply for a grant of up to 50% of the loan amount committed by a financial institution from the FCM CEF Capital Program. Vancity has indicated a commitment of \$8 million capital over four years for eligible Nanaimo homeowners to carry out eligible retrofits. This means the City could be eligible to access \$1.6 million loan loss reserve and apply for up to a \$4 million in grant.

Staff is seeking clarification from the Province on whether the loan loss reserve, funded by the Green Municipal Fund and held by FCM, would impact the City's debt servicing limit. Staff will provide an update to Council, if the grant application is successful, on any impact before proceeding further with program implementation. Staff currently plan to apply for approximately \$1 million in grant funding excluding the loan loss reserve, the majority of which will be dedicated to operating costs such as rebates and subsidies, program administration and energy concierge service, with a small portion to cover start-up cost such as legal services and promotion.

No matching funds from the City are required. However, if there is no or few uptakes of the loan offering at the end of the 4-year funding period, the City would be obligated to return the portion of the grant money that exceeds 50 percent of the loans issued. A low participation rate may result in the City needing to fund costs of the program that would no longer be covered by the grant. As the majority of the operating costs are tied directly with the loans being issued, the main cost that the City might be responsible for would be the start-up costs. They are estimated to be \$30,000 to \$50,000 for legal services, program set up and initial promotion.

The City's contribution will include \$120,000 to continue to support the Home Energy Navigator (HEN) Program in the initial two years of the new third-party financing offering with the hope that sufficient loans will be issued to qualify the City for grant money to support HEN for the two remaining years of the program. HEN is an energy concierge service that has been integrated with the Home Energy Retrofit Financing Program and proves to be valuable to homeowners regardless of if they pursue financing. The program ensures homeowners understand available rebates and financing options. Enrollment into the HEN program will be a mandatory requirement for loan applicants as it has been for the PACE financing applicants.

Staffing resources are estimated to be 0.2 FTE over five months for program start up and 10 to 15 hours a month for ongoing support if there is loan uptake. Since the City has already established the program through the PACE pilot and the third-party financing option will require some adjustments but result in a much simpler process, this can be accomplished with existing Staff.

## **OPTIONS**

1. That the Finance and Audit Committee recommend that Council direct Staff to
  1. apply for the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) Capital Program to support a third-party financing option as part of the City's Home Energy Retrofit Financing Program and if successful, partner with a select financial institution to offer this option to Nanaimo homeowners.
  2. allocate up to \$120,000 from the Climate Action Reserve Fund to continue to support the Home Energy Navigator Program for 2026 and 2027.

- The advantages of this option: A third-party financing option can enable the program to continue with access to market capital and requires no loan capital from the City and the least amount of resource from the City.

As the loan agreement would be between eligible homeowners and an established financial institution which already has existing infrastructure and process to assess and manage financial risks, the City will not be exposed to the risk of loan defaults.

A third-party financing option would allow Nanaimo homeowners who may not be able to participate in PACE-style financing or Canada Greener Homes Loan a financing option with preferential rate.

CEF Capital funding could offer rebates paired with reduced interest rate third-party financing option to make retrofit financing more affordable and accessible to Nanaimo homeowners and help cover most program costs. This could help sustain the interest of home energy retrofits that continue to help reduce community greenhouse gas emissions, save energy, provide cooling during hot summer days and improve occupants' well being while providing economic opportunities for local trades and businesses.

- The disadvantages of this option: Interest rates from third-party financial institutions would be higher than PACE financing and fluctuate with their prime rate. Preparing the CEF application and expanding the program will require Staff time and resources that could be directed to other priorities.
- Financial Implications: The 2025-2029 Financial Plan will be amended to add \$60,000 in 2026 and \$60,000 in 2027 to support Home Energy Navigator Program funded from the Climate Action Reserve Fund. If approved, the projected 2029 closing balance of the Climate Action Reserve Fund is \$114,399. The City will be responsible for any program costs that exceed 50% of the loans issued.

2. That the Finance and Audit Committee recommend Council deny support for the expansion of the Home Energy Retrofit Financing Program with a third-party financing option.
- The advantages of this option: Not pursuing the third-party financing option will free up Staff time and resource to pursue other priorities.
  - The disadvantages of this option: It may take up to 10 years for payments from the PACE pilot to accumulate sufficient funds to continue the program and benefit a limited number of homeowners. The City will miss an opportunity to leverage external funding and market capital to support home energy retrofits.
  - Financial Implications: This option will leave the requested \$120,000 in the Climate Action Reserve Fund available for other sustainability projects and programs.

### **SUMMARY POINTS**

- The City established a Property Assessed Clean Energy (PACE) style Home Energy Retrofit Financing Pilot Program in spring 2025 with funding support from the Federation of Canadian Municipalities (FCM) Community Efficiency Financing (CEF) Pilot Program.
- Staff are seeking direction to expand the program by adding a third-party financing option and apply for funding from the FCM CEF Capital Program to support Nanaimo residents' home energy retrofits.
- Vancity Credit Union has provided a Letter of Intent to support City's CEF Capital Program funding application as a potential financial partner.

### **ATTACHMENTS**

ATTACHMENT A: Vancity's Letter of Intent

ATTACHMENT B: Link to Community Efficiency Financing Application Guide

#### **Submitted by:**

Ting Pan  
Manager, Sustainability

#### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development

Wendy Fulla  
Director, Finance

Laura Mercer  
General Manager, Corporate Services

July 3, 2025

To Whom It May Concern,

**Re: Letter of Intent to Partner on Community Efficiency Financing Program – City of Nanaimo**

Vancouver City Savings Credit Union (“Vancity”) is pleased to provide this Letter of Intent (“LOI” or “Letter”) to express its interest to partner with the City of Nanaimo (the “City”) on its application to the Federation of Canadian Municipalities’ Community Efficiency Financing (“CEF”) program. Vancity is keen to explore opportunities to partner with the City for the CEF program as a lender and offer a program to residents that will seek to increase the number of energy retrofit projects in the region of Nanaimo.

This LOI is intended solely as an expression of interest and shall not create any legally binding obligations on either party. Any binding commitment in relation to the proposed partnership shall only arise upon execution of a definitive agreement, subject to the completion of due diligence and any required approvals.

Vancity is a financial co-operative that has been serving the needs of its members and community for over 79 years. Vancity currently manages over \$36 billion in assets and serves more than 570,000 member-owners across Metro Vancouver, the Fraser Valley, Victoria, Squamish, and Alert Bay in the territory of the Coast Salish and Kwakwaka’wakw people. As a provincially regulated credit union, Vancity provides its services province-wide in British Columbia. Through its digital online journey for accounts opening and award-winning call center, Vancity can provide a high-quality, reliable and accessible experience to Nanaimo residents.

Vancity recognizes that achieving large-scale impact requires innovative financing models that combine public and private capital to overcome the financial barriers homeowners face in undertaking retrofits. To further this objective, Vancity is actively seeking partnerships with all levels of government to pilot and scale new, forward-thinking financing solutions. This opportunity to utilize the CEF program is strongly aligned with Vancity’s values and climate commitment to achieving net-zero emissions across its loans and mortgages by 2040, while supporting a just and equitable transition to a clean economy. Approximately 50 per cent of Vancity’s financed emissions originate from residential mortgages, prompting a strategic focus on developing products and services that facilitate energy retrofits amongst its membership. These initiatives include but are not limited to complementary Home Energy Advice through City Green Solutions, the Planet-Wise Renovation Loan, and an EnerGuide assessment rebate.

This LOI has been prepared based on current information regarding the City’s proposed program and the existing Community Efficiency Financing (CEF) framework. While Vancity proposes the following approach to potential participation in the City’s CEF program, it acknowledges that feedback from the Federation of Canadian Municipalities (FCM), significant shifts in economic conditions, changes to Vancity’s strategic priorities, or substantial modifications to the City’s program may impact the proposed partnership model in whole or in part.

### Vancity Planet-Wise Renovation Loan

One of Vancity's current products for financing home energy retrofits is the Planet-Wise Renovation term loan. This loan is unique in the Canadian landscape as it provides a preferred rate for unsecured personal loans at Prime + 0.75% for those needing funds for eligible home energy improvement projects such as installing heat pumps, solar panels or adding insulation. Vancity has offered a version of this product since 2004, when it became the first financial institution in Canada to create a purpose-built lending product for home energy efficiency. This product was updated in 2020 and expanded to include a home equity line of credit and personal line of credit. In the last 5 years, Vancity has financed over \$8.5 million across this product suite, and it has seen especially strong growth for this product in 2024 and 2025 as awareness and demand for home energy upgrades has increased.

When compared to the Canada Greener Homes Loan ("CGHL"), the Planet-Wise Renovation Loan is differentiated in a few key areas (see Appendix I). These differentiating factors were introduced to this program to provide an alternative to homeowners who may need 1) the funds up front, 2) to access more funds than they are eligible for through the CGHL, 3) to implement some non-energy upgrades as part of their project, those who have trouble navigating the process to apply for funding. Vancity's Planet-Wise Loan can also serve as a bridge loan for individuals awaiting repayment from the CGHL or as a top-up to address funding gaps.

This loan also provides more assurance on the use of funds compared to a line of credit and has a defined repayment schedule which can allow Vancity to better track results and manage its profit margins. It is Vancity's intention to utilize the Planet-Wise Renovation Term Loan for the City of Nanaimo retrofit program as it provides Vancity with a proven and effective way to deliver capital to Nanaimo residents.

### Leveraging the CEF Loan Loss Reserve

Vancity recognizes that the City requires that their financial partner for the CEF program leverage the loan loss reserve offered by FCM to create a differentiated financing product and believes this presents an exciting opportunity for Vancity to provide enhanced preferred terms compared to its existing loan offerings. Subject to approval of the City's application and signing of a definitive agreement between Vancity and City of Nanaimo, Vancity is prepared to commit to financing up to \$8.0 million over 4 years and to utilize the loan loss reserve of \$1.6 million to reduce the risk weighting of its Planet-Wise Loans. This initiative will allow Vancity to offer a further reduced interest rate to Nanaimo residents that access financing. Vancity believes that this enhanced product, in addition to the rebates offered to residents by the City, will help incentivize residents to undertake retrofits and create a more affordable and flexible financing.

As a provincially regulated financial institution, Vancity is regulated by the British Columbia Financial Services Authority ("BCFSA") and has put in place appropriate safeguards to manage risk. Vancity's qualified Special Accounts team oversees delinquency in Vancity's lending portfolio. This team of specialists works one-on-one with Vancity members to assess the member's situation and create solutions based on each member's unique needs and circumstances. Vancity tracks and monitors all defaults and delinquencies and would use all available tools and measures for recovering losses before utilizing the loan loss pool for cost recovery.

### Lending Process and Adjudication

For all retail lending, Applicants must:

- Be 19 years of age or older
- Be (or become) a member of Vancity
- Be up to date and not currently deferred on any existing Vancity loans and/or mortgage payments
- Have the capacity to enter legally binding contracts,
- And be a resident of British Columbia (including non-permanent residents).

Every credit application for a personal loan would be subject to the following:

- Review of 5 C's (Character, Conditions, Capacity, Capital, Collateral)
- Review of income sources and employment. We have a variety of acceptable income sources, including:
  - o Salary or pension income
  - o Indigenous non-taxable income
  - o Self-employment income
  - o Variable income

A current credit bureau check is required within 90 days of approval and/or funding and we require a minimum beacon score of 620 and BNI of 800. Vancity may also utilize other criteria for assessing creditworthiness.

To become a Vancity member, individuals are required to be a resident of B.C., have a social insurance number and deposit \$5 at account opening for member shares. Individuals can open select chequing or savings accounts online or call into Vancity's Member Services Center and book an appointment with one of our Credit Solutions specialists. In partnering with the City of Nanaimo, Vancity endeavors to set up a process for residents that will connect them directly to its Credit Solutions team who will be trained in this program and be able to service the enquiries.

### Conclusion

Vancity is excited about the opportunity to partner with the City of Nanaimo on this innovative program and to demonstrate that combining public and private capital can assist homeowners in making their retrofit upgrades a reality. Vancity is fully supportive of this City initiative and is committed to being a reliable, open, and collaborative partner in this program.

Sincerely,

*Alison Coates*

Alison Coates  
Director, Climate Strategy & Performance  
Vancity

## APPENDIX

### Appendix I:

	CGHL	Planet-Wise Renovation Term Loan
Max Loan Amount	\$40,000 (maximums set for each type of upgrade – insulation can receive \$5k, heat pump \$4k)	\$50,000
Interest Rate	0%	Prime + 0.75% (Rate would be lowered for this program with the use of the loan loss reserve)
Max Term Length	10 years	15 years
Minimum Loan Amount	\$5,000	\$3,500
Availability of funds	15% available upfront, remainder given upon proof of completion and obtaining post-upgrade EnerGuide report (1-6 months).	Full funding available upon approval.
Requirements	Pre & Post-upgrade EnerGuide reports. Cannot be used for any upgrades that aren't in EnerGuide evaluation (e.g back-up battery or non-energy related measures).	Funds must be used towards project related to energy efficiency or reducing GHG emissions. Can include non-energy related measures that are necessary as part of a project (e.g. drywall).

## **ATTACHMENT B**

### **Community Efficiency Financing Application Guide**

Federation of Canadian Municipalities (FCM)'s Community Efficiency Financing Application Guide: [https://media.fcm.ca/documents/programs/gmf/cef/cef-application-guide-gmf-2023\\_wpmrfc.pdf](https://media.fcm.ca/documents/programs/gmf/cef/cef-application-guide-gmf-2023_wpmrfc.pdf)

DATE OF MEETING July 16, 2025

AUTHORED BY HANNAH GROOT, PLANNING ASSISTANT, COMMUNITY PLANNING

SUBJECT HERITAGE FAÇADE GRANT – 315 FITZWILLIAM STREET

## **OVERVIEW**

### **Purpose of Report**

To present a Heritage Façade Grant application for the St. Andrew's United Church at 315 Fitzwilliam Street.

### **Recommendation**

That the Finance and Audit Committee recommend that Council approve a \$10,000 Heritage Façade Grant for the St. Andrew's United Church building located at 315 Fitzwilliam Street to repair the building's gutters.

## **BACKGROUND**

Located at 315 Fitzwilliam Street (Attachment A- Location Map), a Heritage Façade Grant application has been submitted by the Trustees of St. Andrew's United Church to repair the gutters on the building's exterior.

The St. Andrew's United Church is currently listed as a significant heritage building on the Downtown Heritage Conservation Area in City Plan. For historical information on the building see Attachment B - St. Andrew's United Church History and Significance.

City Plan supports the use of financial assistance and incentives to encourage the protection of heritage properties (Policy C4.6.5). Support for continued funding of the Heritage Façade Grant program is found in Section C4.6.3. of the Integrated Action Plan.

## **DISCUSSION**

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 C – Heritage Façade Grant Program Purpose and Conditions).

The proposed exterior rehabilitation work will replace and repair existing gutters. Photos of the condition of the existing gutters can be viewed in Attachment D. The material and colour of the new and repaired gutters will match the existing gutters.

The proposed work is intended to increase the viability of the building and protect the façade through preventing water-related damage created from gutter leakages. The proposed work is consistent with the City's Downtown Heritage Building Design Guidelines.

The total estimated project cost is \$25,410. The project is eligible for up to \$12,705 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. While this project is eligible for \$12,705 grant, staff are recommending a \$10,000 grant due to program budget availability.

A Heritage Façade Grant of \$8,137.50 was allocated to the Rawlinson & Glaholm Grocers building in February 2025, leaving the remaining budget currently at \$11,862.50. Approval of this grant will reduce the program budget to \$1,862.50, which will be used for grant administration expenses for the 2025 grants to be issued.

## **OPTIONS**

1. That the Finance and Audit Committee recommend that Council approve a \$10,000 Heritage Façade Grant for the St. Andrew's United Church located at 315 Fitzwilliam Street to repair the building's gutters.
  - Advantages: The Heritage Façade Grant Program furthers the Empowered goal of City Plan and the Integrated Action Plan, as well as the conservation objectives of the City's Heritage Conservation Program.
  - Disadvantages: St. Andrew's Church has previously received three grants under the Heritage façade Program: i) \$20,000 in 2007 to repair and rehabilitate the stained-glass windows; ii) \$10,000 in 2012 to replace the asphalt roofing on the church spires; and iii) \$20,000 in 2021 to replace the asphalt roofing (excluding the spires). By allocating funding to St. Andrew's United Church, the money remaining in the Heritage Façade Grant program would be reduced for potential future applicants in 2025.
  - Financial Implications: Approval of this grant would reduce the program budget to \$1,863, which will be used for administration expenses.
2. That the Finance and Audit Committee deny the Heritage Façade Grant Application.
  - Advantages: More funding would be available in the Heritage Home Grant fund for potential applications to be considered until December 2025.
  - Disadvantages: This could create uncertainty about the City's commitment to the grant program's purpose and parameters. It would run counter to the City's heritage conservation objectives. Not awarding funding would be contrary to the first-come, first-served priority for eligible applications.
  - Financial Implications: A total of \$11,863 would remain available for further applications in 2025

### **SUMMARY POINTS**

- The building's Trustees have applied for a \$10,000 Heritage Façade Grant for the St. Andrew's United Church building located at 315 Fitzwilliam Street to repair the gutters.
- The total estimated project cost is \$25,410.
- The grant application satisfies the relevant requirements and objectives of the Heritage Façade Grant Program.

### **ATTACHMENTS**

ATTACHMENT A: Location Map

ATTACHMENT B: St. Andrew's United Church Building History and Significance

ATTACHMENT C: Heritage Façade Grant Program Purpose and Conditions

ATTACHMENT D: Existing Gutter Condition

#### **Submitted by:**

Lisa Brinkman  
Manager, Community Planning

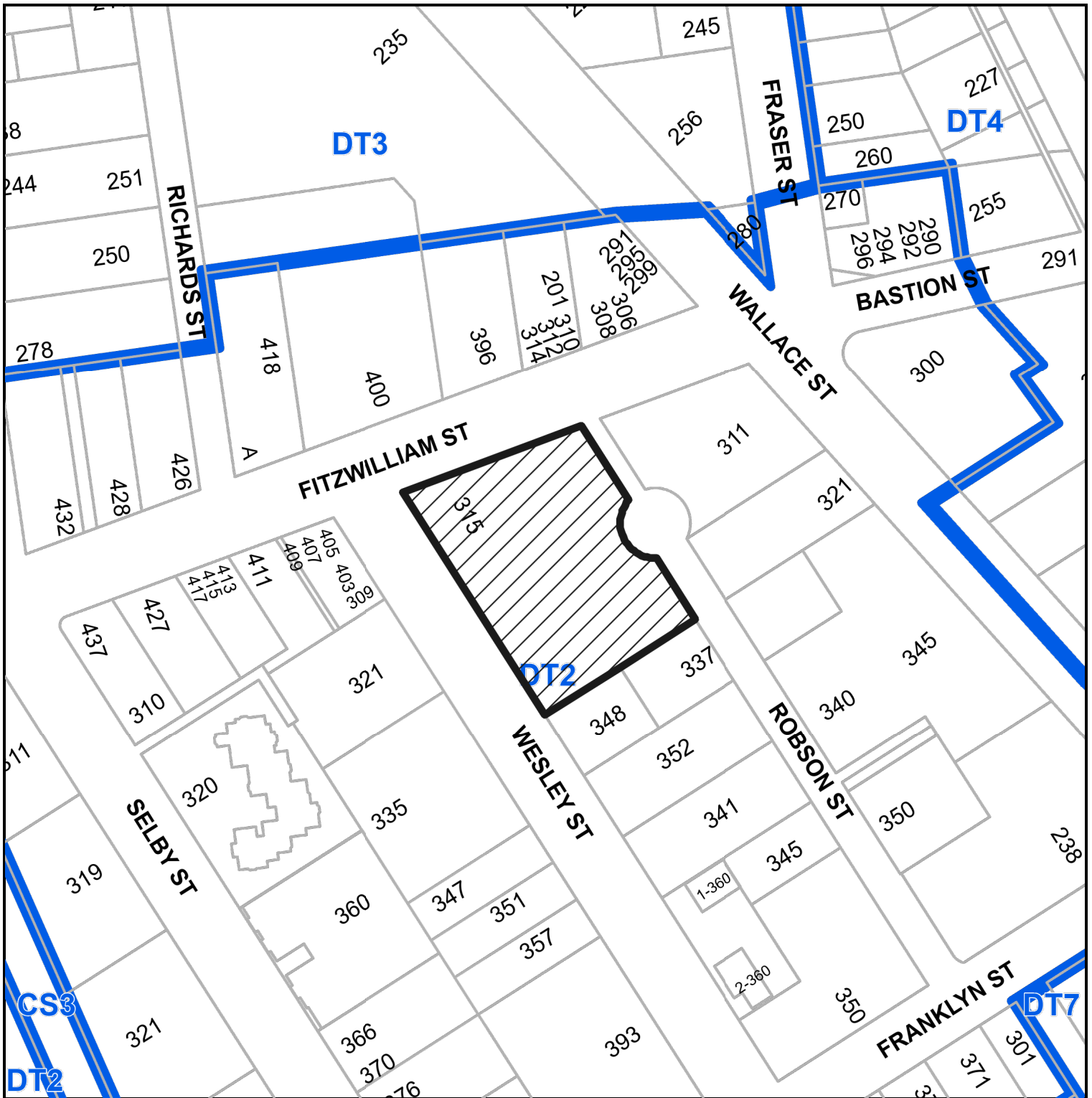
#### **Concurrence by:**

Jeremy Holm  
Director, Planning & Development

Wendy Fulla  
Director, Finance

Laura Mercer  
General Manager, Corporate Services

# ATTACHMENT A LOCATION MAP



315 Fitzwilliam Street

## **ATTACHMENT B**

### **ST. ANDREW'S UNITED CHURCH BUILDING HISTORY AND SIGNIFICANCE**

Built in 1893, St. Andrew's United Church is a good example of Late Victorian church architecture. The church follows the square floor plan with second floor horseshoe gallery typical of Late Victorian Presbyterian churches, its original denomination. A large hall at the rear, built in 1927, features a two-storey auditorium with a balcony. The church retains much of its original character despite some later alterations, most notably a stucco finish over the original brick walls.

Still in use, the Church represents the historic and continuing spiritual, social and cultural importance of the building to Nanaimo. In addition to church services, the building has long hosted community events such as concerts and festivals.

St. Andrew's United Church is significant because of its association with the historic national merger of the Methodist, Presbyterian and Congregational churches in 1925 and it speaks to the historic and continuing complex and often divisive religious issues that confront communities. In Nanaimo, the merger was controversial. A large proportion of Presbyterians voted against union and the subsequent legal battle over the division of the property was the only union litigation case in British Columbia.

St. Andrew's United Church is also significant because of its association with American architect Warren H. Hayes, a specialist in church design who is credited with the development of the diagonal auditorium form. He designed a number of buildings through the United States including the Scottish Rite Temple in Minneapolis and Central Presbyterian Church in St. Paul, Minnesota and is known to have provided plans for at least two churches in Canada.

The manse, rock wall, landscape grounds and attached hall all have a historic and physical relationship to the church and are an essential part of the site's value. The church's tall bell tower and substantial mass dominate this corner of Fitzwilliam Street and make the building a highly visible historic landmark.

# **ATTACHMENT C**

## **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 was 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 2025 grant program budget is \$20,000. Each grant covers up to 50% of a project's cost, to a maximum of \$10,000 per building façade facing onto a street. \$439,098.20 has been paid out under the program for 43 exterior building façade improvements (for 33 buildings) leveraging \$7,554,238.32 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 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, meeting 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 or any contractors, estimators, employees, workers or agents arising from or out of the façade improvement project.

## ATTACHMENT D

### EXISTING GUTTER CONDITION



DATE OF MEETING | JULY 16, 2025 |

AUTHORED BY | DEANNA WALKER, SENIOR FINANCIAL ANALYST |

**SUBJECT                      STRATEGIC PRIORITIES FUND CAPITAL INFRASTRUCTURE  
STREAM**

## **OVERVIEW**

### **Purpose of Report**

To provide Council with information on potential projects for the Strategic Priorities Fund Capital Infrastructure Stream and obtain a Council resolution supporting an application under this program stream. |

### **Recommendation**

That the Finance and Audit Committee recommend that Council direct Staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for Commercial Street Phase 3 and that Council commits to Staff providing overall grant management and support any cost overruns.

## **BACKGROUND**

The Strategic Priorities Fund (SPF) Capital Infrastructure Stream is an application-based funding program, which pools a portion of the annual Canada Community Building Fund (CCBF) for strategic investments that are considered large in scale, regional in impact, or innovative and support the CCBF national objectives of productivity and economic growth, a clean environment, and strong cities and communities. This is the fourth intake of the SPF program, which will see an investment of up to \$125 million to support infrastructure projects in communities across the province. The program is available to all local governments in British Columbia, outside of Metro Vancouver.

The Capital Infrastructure Stream of this fund targets projects that can be started no later than two years after grant approval and completed no later than five years after grant approval. Applications must include:

- A feasibility study and/or design report
- Detailed cost estimate template
- Map and/or drawings
- Project budget
- Current Council or board resolution indicating support for the proposed activities and willingness to provide overall grant management and support any cost overruns

Timing of the funding announcements are not defined by the program guidelines. The program can contribute a maximum of 100% of the cost of eligible activities, to a maximum of \$7 million.

Eligible expenditures are those associated with the acquiring, planning, designing, constructing or renewal and rehabilitation of a tangible capital asset or natural asset.

Projects will be considered ineligible if the project works start prior to the date the project is included in a submitted application. The project is deemed to have been started if a tender has been awarded or work has commenced.

The current SPF program is considered federal funds for the purpose of federal or provincial stacking rules. While stacking rules do not apply specifically to the SPF program, it is recommended that any other grant programs being considered for joint funding are consulted. SPF and Community Works Funds (CWF) can be stacked without restrictions.

The grant application deadline is **2025-SEPT-12.** |

## **DISCUSSION**

Staff have short listed **four** projects for consideration under the current funding stream.

### **Commercial Street Phase 3 (Victoria Cres to Terminal)**

Commercial Street Phase 3, part of the Design Commercial project includes Commercial Street from Terminal Avenue to the intersection at Wallace Street. The project includes replacing aging and outdated surface treatments with modern finishing materials, adding better lighting, and upgrades to Tideline Park, a small but important pocket park. The project is designed to revitalize the downtown area which is considered to be the heart of the City. The Commercial Street Phase 3 project supports the CCBF national objectives of productivity and economic growth and strong cities and communities.

Construction on this section of Commercial Street will begin after the new downtown transit exchange is completed next to the project site. The upgrades to Commercial Street will be designed to integrate smoothly with the transit exchange, providing a direct and convenient connection for transit users to the city's core.

The goal of the Design Commercial project is to reinvigorate community support and tourism opportunities for many unique and independently owned businesses downtown; to make the space more accessible and inviting to all visitors, by developing a more plaza like feel, with priority given to non-motorized modes of transportation; to promote downtown events such as the Thursday evening night markets; and to create a more inviting environment by incorporating more green space and public art.

This project is estimated to cost of \$4.53M and contingent on a successful grant application design would begin in 2026 with construction beginning in 2027.

### **Beban HVAC**

The Beban HVAC project would include the installation of an air-source heat pump with gas back up, provide mechanical dehumidification to Beban Pool to manage interior moisture and replace the existing single heating/cooling loop with dual-loop system at the Beban Social Centre to provide simultaneous demand heating and cooling in the Social Centre. This will renew existing

systems while providing greater user comfort. The Beban HVAC project supports the CCBF national objectives of a clean environment and strong cities and communities.

Beban Complex (Beban Pool, Beban Social Centre, and Frank Crane Areana) has been in service for 50 years. Since that time, only targeted asset renewals have taken place, generally including single component renewals (i.e. a boiler or air handling unit) instead of a reviewing the systems holistically. This project looks at the aging systems holistically and targets asset renewal, improved patron experience, and asset protection while reducing emissions and energy consumption. Beban Complex is the second highest producer of GHG emissions amongst the City's facilities and is responsible for approximately 700t of GHG emission annually. This project would reduce that by about 80%.

Mechanical dehumidification is critical to efficient operations and managing moisture in indoor pools. Beban Pool was built before this was a requirement and has no mechanical dehumidification. Moisture is managed by exhausting interior air and bringing in greater volumes of fresh air. This is an energy intensive process that could be significantly improved with mechanical dehumidification, heat recovery, and pre-heating using more efficient systems.

Currently the existing system in the Social Centre cannot deliver heating and cooling simultaneously. This creates comfort concerns during the shoulder season when the mornings are cool (heating needed), and afternoons are warm (cooling needed). Additionally, the various activities at the Social Centre would benefit from temperature control. An aerobic class versus a quilting class have different comfortable temperatures for participants. This project will address these issues.

This project is estimated to cost \$7.1M and contingent on a successful grant application, design would begin in 2026/2027 with project delivery beginning in 2027/2028.

### **Buttertubs Marsh Lateral System**

The City of Nanaimo is experiencing critical sanitary sewer capacity issues in the Buttertubs Marsh Lateral System (BML), driven by rapid development and institutional growth, particularly at Vancouver Island University (VIU). The construction of a new 266-bed student housing complex at VIU will significantly increase wastewater flows and adds urgency to addressing infrastructure limitations. The 2024 Buttertubs Lateral Sewer Upgrade Alignment Study identified that the existing BML sewer cannot accommodate existing peak flows, especially during wet weather events, without risking overflows and environmental harm to the sensitive marsh ecosystem.

The Buttertubs Marsh Lateral System project would construct a new pump station and route a new sewer forcemain through the Bird Sanctuary Drive subdivision. This project combined with a temporary diversion of VIU flows to the Chase River Trunk via Fourth Street (scheduled for construction in the fall of 2025) would provide immediate relief while permanent infrastructure is developed. This phased solution balances short-term needs with long-term sustainability.

Investing in this infrastructure is essential to support VIU's growth, proposed developments, protect ecological assets, and ensure reliable wastewater service for the community in this catchment. The Buttertubs Marsh Lateral System project supports the CCBF national objectives of productivity and economic growth, a clean environment and strong cities and communities.

This project is estimated to cost \$8.4M. The project is currently scheduled for 2034 but contingent on a successful grant application would be accelerated to 2026/2027.

### **Stadium District Centre**

The proposed Stadium District Centre is a transformative infrastructure project which would result in a multi-use facility offering essential amenities including change rooms, washrooms, wellness and training spaces, and public meeting rooms alongside even-focused features that will enhance the Stadium District's capacity to host regional and national level sporting events, concerts and festivals. The Stadium District Centre project supports the CCBF national objectives of productivity and economic growth, a clean environment and strong cities and communities.

Strongly supported by Nanaimo's sporting community, the project reflects a shared vision to expand access to inclusive, high-quality sport, wellness, and event infrastructure. It will further establish Nanaimo as a regional hub and destination for sport, recreation, and cultural events, drawing visitors and economic activity from across Vancouver Island, the province and beyond. Additionally, the project supports environmental goals through the redevelopment of a former coal mine site, helping to reduce contamination and restore the land for higher level public use.

The project is estimated to cost \$7.0M, and contingent on a successful grant application would be scheduled for design in 2026 and construction for 2027 and 2028. |

## **FINANCIAL CONSIDERATIONS**

### **Commercial Street Phase 3 (Victoria Cres to Terminal)**

Commercial Street Phase 3 is included in the 2026 - 2035 Draft Project Plan submitted at a budget of \$4.53M. The proposed grant application would apply for funding of 100% of the project budget.

If selected by Council, the project would be added to the 2026 - 2030 Draft Financial Plan funded by a grant from SPF. The project would be contingent on a successful grant application.

### **Beban HVAC**

Only the Beban Social Center Chillers and the Beban Pool HVAC Dampers are included in the 2026 - 2035 Draft Project Plan. Total budget for the project has been estimated at \$7.1M. The proposed grant application would apply for the maximum amount of funding available of \$7.0M.

If selected by Council, the complete project would be added to the 2026 - 2030 Draft Financial Plan funded by a grant of \$7.0M from SPF with the balance funded by the City. The full scope of the project would be contingent on a successful grant application.

### **Buttertubs Marsh Lateral System**

The Buttertubs Marsh Lateral System project construction phase is included in the 2026-2035 Draft Project Plan submitted at a budget of \$7.7M scheduled for 2034. It is estimated that the design phase would cost an additional \$700,000, which is not currently in the Draft Project Plan. The proposed grant application would apply for funding of the maximum amount of \$7.0M.

If selected by Council, the project would be added to the 2026 - 2030 Draft Financial Plan funded by a grant of \$7.0M from SPF and other sewer projects would be reprioritized to fund the additional \$1.4M. Acceleration of the project in the project plan would be contingent on a success grant application.

### **Stadium District Centre**

The Stadium District Centre is not currently in the 2026 - 2035 Draft Project Plan submitted. The budget for this project is estimated at \$7.0M. The proposed grant application would apply for funding of 100% of the project budget.

If selected by Council, the project would be added to the 2026 - 2030 Draft Financial Plan funded by a grant from SPF. The project would be contingent on a successful grant application. |

### **OPTIONS**

1. That the Finance and Audit Committee recommend that Council direct staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for Commercial Street Phase 3 and that Council commits to provide overall grant management and support any cost overruns.
  - The advantages of this option: A successful grant application would expedite the completion of the Design Commercial project.
  - The disadvantages of this option: The project budget does not maximize the available grant funding available.
  - Financial Implications: The project will be included in the 2026 - 2030 Draft Financial Plan contingent on a successful grant application.
2. That the Finance and Audit Committee recommend that Council direct staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for the Beban HVAC project and that Council commits to provide overall grant management and support any cost overruns.
  - The advantages of this option: A successful grant application will result in greater user comfort, improved efficiency, reduced GHG emissions, and address required asset renewals that will be required in the near term regardless of grant funding.
  - The disadvantages of this option: Construction may interrupt regular programming or require a longer maintenance window.
  - Financial Implications: The full project will be included in the 2026 – 2030 Draft Financial Plan contingent on a successful grant application.
3. That the Finance and Audit Committee recommend that Council direct staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for the Buttertubs Marsh Lateral System project and that Council commits to provide overall grant management and support any cost overruns.
  - The advantages of this option: A successful grant application would result in this project being completed earlier than currently scheduled, addressing the current critical sanitary sewer capacity issues more quickly than otherwise possible.

- The disadvantages of this option: A successful grant application will not fund the entire project and will require a reprioritization of the remaining Sewer projects.
  - Financial Implications: The project will be included in the 2026 – 2030 Draft Financial Plan contingent on a successful grant application. Other sewer projects will be reprioritised to fund the City's portion of the project.
4. That the Finance and Audit Committee recommend that Council direct staff to apply to the Strategic Priorities Fund Capital Infrastructure Stream for funding for the Stadium District Centre and that Council commits to provide overall grant management and support any cost overruns.
- The advantages of this option: This project helps fulfill components of the City of Nanaimo's Integrated Action Plan (IAP 164 and 192) regarding the completion of the Stadium District, a designated key area for sport and outdoor events.
  - The disadvantages of this option: Construction may interrupt normal use of the facility and may impact availability to user groups.
  - Financial Implications: The project will be included in the 2026 – 2030 Financial Plan contingent on a successful grant application.
5. That the Finance and Audit Committee recommend alternative direction for a project to apply to the Strategic Priorities Fund Capital Infrastructure Stream.

#### **SUMMARY POINTS**

- The Strategic Priorities Fund Capital Infrastructure Stream provides 100% funding for eligible project costs up to a maximum of \$7 million.
- The City may submit one application for this funding.
- Applications are due 2025-SEPT-12.

#### **Submitted by:**

Deanna Walker  
Senior Financial Analyst

#### **Concurrence by:**

Darcie Osborne  
Director, Parks, Recreation & Culture

Bill Sims  
General Manager, Engineering & Public Works

Wendy Fulla  
Director, Finance

DATE OF MEETING JULY 16, 2025

AUTHORED BY ANA FRANCISCO, ASSISTANT MANAGER, REVENUE SERVICES

**SUBJECT 2025 OTHER GRANTS APPLICATIONS**

## **OVERVIEW**

### **Purpose of Report**

To present the 'Other Grant' applications received for the first program intake deadline of 2025-MAY-15 for consideration by the Finance and Audit Committee.

### **Recommendation**

That the Finance and Audit Committee recommend that Council approve a total of \$4,994 in accordance with the Security Checks and Other Grants Policy, and that the grant allocations be as follows:

- a) Nanaimo Disability Resource Centre - \$1,417.66
- b) Nanaimo Equestrian Association - \$1,788.17
- c) Together Against Poverty Society - \$1,788.17

## **BACKGROUND**

The City of Nanaimo administers an annual grant program to provide funding to eligible non-profit organizations operating within the City. This initiative is designed to support programs and activities that extend beyond the scope of the standard municipal services and that represent a responsible and beneficial use of public funds. By offering financial and in-kind assistance, the program strengthens the delivery of community-based services that enrich the lives of Nanaimo residents.

Eligible uses of the grant include:

- Educational
- Emergency
- In-Kind for facility rental; and
- Capital grants on a matching basis up to a maximum of \$5,000

The criteria for awarding an 'Other Grant' includes:

- Large number of volunteers
- Registered non-profit society
- Sound financial and administrative management
- Demonstrated financial need
- Accessible to a large portion of the community
- Broad base of support
- Other source(s) of financial support
- Must be local in focus and comply with the City of Nanaimo bylaws and policies

There is a \$5,000 per year maximum award to any organization in this funding category.

The grant program is structured to include two annual intakes. In the event that all available funding is expended in the first intake, the second intake will be closed. Submissions received by the designated deadlines are evaluated by Finance Department staff according to the approved policy, with staff recommendations forwarded to the Finance and Audit Committee for consideration.

## **DISCUSSION**

Seven Other Grant applications, from non-profit organizations requesting financial or in-kind support to deliver a variety of community-based services were received for the first intake. Applications were reviewed by both Finance and Parks, Recreation and Culture staff for eligibility and alignment with the City's grant program criteria. One application was deemed ineligible, and three applications funding requests exceeded the \$5,000 per year maximum.

The 2025 Other Grant budget is \$7,000 and just over \$2,000 has previously been allocated to Volunteer Nanaimo. As the requests received exceeded available budget, staff are recommending that the budget be allocated between the top 3 ranked applications, as dividing the funds among all eligible applicants would result in minimal impact and insufficient support for each.

Below is a summary of the grant requests received and staff's recommendation:

<b>Organization</b>	<b>Request</b>	<b>Requested Amount</b>	<b>Recommended Amount</b>
Nanaimo Brain Injury Society	Funding to extend employment of summer student	\$7,900.00	\$0
Nanaimo Disability Resource Centre	Funding to construct a wall to create private offices	\$3,963.75	\$1,417.66
Nanaimo Equestrian Association	Funding for repairs to horse stalls in preparation for the BC 55+ Summer Games	\$20,000.00	\$1,788.17
Nanaimo Science and Sustainability Society	In-kind facility rental funding to host the free science in the park program	\$829.00	\$0
The Chords of Care	Funding to cover the costs associated with executing musical performances for seniors and to support new initiatives (i.e. outdoor piano)	\$500.00	\$0
The Nanaimo Men's Resource Centre	Funding to support a new marketing campaign	\$10,000.00	\$0
Together Against Poverty Society	Funding to support the development of new training and information material in the areas of income assistance, disability, and tenancy.	\$5,000.00	\$1,788.17
<b>Total</b>		<b>\$48,192.75</b>	<b>\$4,994.00</b>

---

**Nanaimo Brain Injury Society (ATTACHMENT B)**

Provides support, education, and resources to individuals and families affected by acquired brain injuries, promoting independence and community integration.

The Society is requesting \$7,900 to extend the employment of a Summer Activity Assistant by an additional nine weeks. This student position is partially funded through the Canada Summer Jobs program and supports public education and engagement efforts. Continued employment of the student is expected to enhance the organization's summer programming and community visibility.

**Nanaimo Disability Resource Centre (ATTACHMENT C)**

Offers information, advocacy, and support services to persons with disabilities, aiming to enhance accessibility, independence, and inclusion in the community.

The organization is requesting \$3,963.75 to fund renovations that will enhance the functionality and security of their office space. The funds would be used for labour and materials to install framing, windows, casings, baseboards, and paint. These improvements will improve service delivery and create a more effective working environment.

**Nanaimo Equestrian Association (ATTACHMENT D)**

Supports equestrian sport and recreation through facility maintenance and community programming, encouraging safe and inclusive participation in horseback riding.

The Association is requesting \$20,000 to undertake extensive repairs to horse stalls and the removal of a barn. These improvements are necessary to accommodate participants of the BC 55+ Summer Games and ensure that horses can be stabled safely during the event. This infrastructure project supports regional event readiness and community recreation.

**Nanaimo Science and Sustainability Society (ATTACHMENT E)**

Engages children and families in science education through interactive programming and events that promote sustainability and curiosity.

The Society is requesting an in-kind grant of 100 hours of park use to continue delivering their "Science in the Park" program. This free initiative offers educational science programming for children and families, fostering early STEAM interest and community engagement in outdoor settings. The Society was awarded an in-kind grant in 2024 for this program, therefore the application was deemed ineligible as the intent of the Other Grant program is not to provide ongoing annual funding for operating expenses or events.

**The Chords of Care (ATTACHMENT F)**

A volunteer-based organization that delivers live musical performances to healthcare and community settings to support emotional well-being and connection through music.

The Society is requesting \$500 to cover costs associated with organizing musical performances for seniors. This includes transportation, equipment, volunteer supplies, and promotional materials. A portion of the funding would support new initiatives like painted outdoor pianos and help offset costs previously incurred such as website development. Their programming provides social and emotional enrichment for seniors through music.

### **The Nanaimo Men's Resource Centre (ATTACHMENT G)**

Provides support services, counselling, and educational resources to men and their families, with a focus on mental health, family relationships, and community engagement.

The Centre is requesting \$10,000 in funding to support increased community awareness about the Centre's services. The organization provides support and information to men in the community, and this funding would enable them to expand outreach efforts and improve access to their resources.

### **Together Against Poverty Society (TAPS) (ATTACHMENT H)**

Advocates for individuals living in poverty by offering legal advocacy, education, and support services in areas such as income assistance, tenancy, and disability benefits.

TAPS is requesting \$5,000 to support the delivery of training and legal information sessions. This funding would enable advocates to provide accessible materials and seminars on topics such as tenancy rights, income assistance, and disability support, and expanding community access to critical information.

Staff, in collaboration with the Parks and Recreation department, have reviewed all applications and assessed them against the grant criteria including public benefit, financial need, alignment with City goals, and organizational capacity. The recommendations forwarded to Council reflect a balanced approach to supporting a range of services that offer meaningful benefits to Nanaimo residents.

Additionally, staff have confirmed with the top 3 scoring applicants that reduced funding would still allow them to move forward with their initiative. |

## **OPTIONS**

1. That the Finance and Audit Committee recommend that Council approve a total of \$4,994 in accordance with the Security Checks and Other Grants Policy, and that the grant allocations be as follows:

- a) Nanaimo Disability Resource Centre - \$1,417.66
- b) Nanaimo Equestrian Association - \$1,788.17
- c) Together Against Poverty Society - \$1,788.17

- **Advantage:** This option supports a diverse set of non-profit organizations that offer essential community services. It allows the City to leverage partnerships with established non-profits to deliver services that fall outside of the municipal mandate. The approval also demonstrates ongoing support for local organizations, encouraging long-term sustainability and community engagement.

**Disadvantages:** Due to the limited budget only three applicants will receive partial funding, and four applicants will receive no funding.

- **Financial Implications:** The annual Other Grant budget will be fully allocated at the first intake.

2. That the Finance and Audit Committee provide alternative direction. |

### **SUMMARY POINTS**

- The City of Nanaimo's grant program supports non-profit organizations in delivering services beyond the City's core responsibilities.
- Funding is awarded based on clear eligibility criteria and is subject to a structured, policy-driven review process.
- Staff recommendations aim to ensure responsible allocation of resources that benefit a broad cross-section of the Nanaimo community.

### **ATTACHMENTS:**

ATTACHMENT A: Security Checks and Other Grants Policy  
ATTACHMENT B: Nanaimo Brain Injury Society  
ATTACHMENT C: Nanaimo Disability Resource Centre  
ATTACHMENT D: Nanaimo Equestrian Association  
ATTACHMENT E: Nanaimo Science and Sustainability Society  
ATTACHMENT F: The Chords of Care  
ATTACHMENT G: The Nanaimo Men's Resource Centre  
ATTACHMENT H: Together Against Poverty Society |

#### **Submitted by:**

Ana Francisco  
Assistant Manager, Revenue Services

#### **Concurrence by:**

Darcie Osborne  
Director Parks, Recreation & Culture

Wendy Fulla  
Director, Finance

Laura Mercer  
General Manager, Corporate Services |



## COUNCIL POLICY

<b>RCRS Secondary:</b>	GOV-02	<b>Effective Date:</b>	2024-JUL-08
<b>Policy Number:</b>	COU-244	<b>Amendment Date/s:</b>	2025-FEB-24
<b>Title:</b>	Security Checks and Other Grants Policy	<b>Repeal Date:</b>	
<b>Department:</b>	Finance	<b>Approval Date:</b>	2024-JUL-08

### PURPOSE:

The purpose of this policy is to:

1. Set out the requirements and provide guidance in the evaluation of applications for Security Checks and Other Grants administered by the City of Nanaimo.

### DEFINITIONS

In this Policy, unless the context otherwise requires:

**“Applicant(s)”** means the organization or corporation applying for an exemption.

**“City”** means the City of Nanaimo.

**“Council”** means the Council of the City of Nanaimo.

**“Finance and Audit Committee”** means the Council appointed Finance and Audit Committee of the City of Nanaimo

**“Finance Department”** means the City’s Finance Division of the Corporate Services Department.

**“Non-Profit Organization”** means a charitable, philanthropic or other society engaged in not-for-profit activities, which is incorporated under the *BC Societies Act*, or a *Registered Charity* that is formally registered with the Canada Revenue Agency.

**“Registered Charity”** means charitable organization that use their resources for charitable activities; and have charitable purposes that relieve poverty, advance religion, or other purposes that benefit the community and are formally registered with the Canada Revenue Agency.

### SCOPE

Grant funding will be divided into the following categories:

- 1) Security Checks
- 2) Other Grants

Recommendations for grant funding for any applicant will be awarded from these categories in accordance with the guidelines that are outlined in this policy.

### **YEARLY ALLOCATIONS OF GRANT FUNDING**

- 1) The extent of grant funding available is dependent on the discretion of *Council*. The total amount of funding available will be set through the adoption of the Five-Year Financial Plan each year.
- 2) *Council* may allocate funding between the various categories outlined in this policy.

### **PROCESS AND CRITERIA FOR AWARDING GRANTS**

The process for the consideration of funding for each category of grants provided will be as follows:

#### **1) Security Check Grants**

##### **Purpose:**

Security Check grants are awarded to organizations that must have security checks performed by the RCMP on their employees and/or volunteers and must meet the criteria specified below.

##### **Intakes:**

Applications can be received at any time and will be evaluated by *Finance Department* staff members in accordance with this policy with a recommendation provided to the Director, Finance. The Director, Finance will approve applications where grant criteria is met and funding is available.

##### **Criteria for Awarding Grants:**

- Must provide non-profit services that provide a benefit to the residents of the *City*
- Must provide non-profit services that are complementary to the services provided by the *City*, so that the general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support
- The *Applicant* must be a *Non-Profit Organization* or *Registered Charity*, and must provide a Certificate of Good Standing or other formal documentation that validates the legitimacy of the organization.
  - The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for its not-for-profit status would otherwise be considered a business.
  - Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit business and will not be eligible for grant funding.
- In addition, the *Applicant* must:
  - Adhere to all City of Nanaimo Bylaws and Policies

- Not be in arrears with the *City*
- Have a large volunteer base in terms of number of hours and number of volunteers and have a broad base of support
- Have sound financial and administrative management
- Have other sources of financial support that can include Provincial or Federal funding, donations, and other types of fundraising
- Be accessible to a large portion of the Community
- Be able to demonstrate financial need

**Funding Maximum:**

- There is a \$500 per year maximum award to any organization in this funding category.
- *Applicants* can only apply for financial support from this category once per calendar year.

**2) Other Grants**

**Purpose:**

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community.

Other Grants is a broad category that encompasses all types of Community services that are provided by *Non-Profit Organizations*. Examples of different types of funding provided could include but is not limited to:

- Educational funding
- In-kind funding for facility rentals
- Capital grants up to the funding maximum of \$5,000
- Community event funding
- Emergency funding

**Intakes:**

There will be two annual intakes:

First intake:	Deadline of May 15 each year
Second intake:	Deadline of September 15 each year

Applications received by the intake deadline dates will be evaluated by *Finance Department* staff members in accordance with this policy, and a Staff Report with recommendations will be brought forward to the Finance and Audit Committee.

In the event that all of the available funding is expended in the first intake, the second intake will be closed.

### Criteria for Awarding Grants:

- Must provide non-profit services that provide a benefit to the residents of the *City*
- Must provide non-profit services that are complementary to the services provided by the *City*, so that the general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support
- The *Applicant* must be a *Non-Profit Organization* or *Registered Charity*, and must provide a Certificate of Good Standing or other formal documentation that validates the legitimacy of the organization.
  - The intent of this requirement is to ensure that municipal support is not used to further activities of an organization or individual that, if not for its not-for-profit status would otherwise be considered a business.
  - Non-profit organizations conducting retail and/or commercial activity and charging rates or fees at market value are considered to be in competition with for-profit business and will not be eligible for grant funding
- In addition, the *Applicant* must:
  - Adhere to all City of Nanaimo Bylaws and Policies
  - Not be in arrears with the *City*
  - Have a large volunteer base in terms of number of hours and number of volunteers and have a broad base of support
  - Have sound financial and administrative management
  - Have other sources of financial support that can include Provincial or Federal funding, donations, and other types of fundraising
  - Be accessible to a large portion of the Community
  - Be able to demonstrate financial need
- The intention of the Other Grants program is not to provide ongoing, annual funding for operating expenses or events for *Non-Profit Organizations*

### Funding Limits:

- There is a \$5,000 per year maximum award to any organization in this funding category
- Applicants can only apply for financial support from this category once per calendar year



## OTHER GRANT APPLICATION

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

## APPLICANT INFORMATION

Name(s): Kix Citton	Position: Executive Director
Mailing Address: 101-235 Bastion St.	City: Nanaimo
	Postal Code: V9R 3A3
Email: ed@nbis.ca	Phone: 520-753-5600

## PROPERTY INFORMATION

Civic Address: 101-235 Bastion St	Folio:
Legal Description: 101 - 235 Bastion St. Nanaimo, BC V9S 2B6	
Registered Owner (if different from applicant): Bastion Street Holdings	

## ORGANIZATION INFORMATION

Organization Name: Nanaimo Brain Injury Society	
Representative Name: Kix Citton	Email: ed@nbis.ca
Is the Organization a registered Society?	<input checked="" type="checkbox"/> Yes - Registration No.: S-0024257 <input type="checkbox"/> No
Is the Organization a Registered Charity?	<input checked="" type="checkbox"/> Yes - Registration No.: 89010 4060 RR0001 <input type="checkbox"/> No
Number of full-time staff: 0	Number of part-time staff: 8
Number of community volunteers: 37	Number of volunteer hours/Year: 1017
Please provide a brief description of the organization's mandate:	
The Nanaimo Brain Injury Society (NBIS) is a registered non-profit and charitable organization established in 1988. Dedicated to supporting individuals and families affected by brain injury, NBIS offers individual support services, peer support programs, educational resources and group programs to promote brain injury awareness, community integration and enhance quality of life.	
How is the organization funded?	
The organization is funded through a combination of grants, donations and a Island Health service contract.	
What other organizations provide similar programs and services?	
Nanaimo Brain Injury Society is the only organization in Nanaimo that provides education, support programs and services specific to brain injury. However, there are other social service organizations in our community that offer similar programs for other diverse populations - Nanaimo Family Life Association, Disability Resource Centre, and Child Development Centre.	

Is there a fee to any of the activities/services provided by the organization? ☐ Yes ☒ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
	\$	
	\$	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

NBIS continues to diversify and increase revenues, reinforcing our commitment to long-term resilience. This includes renting out our office space when not in use and expanding our signature annual fundraising event - Toss the Boss.

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2023	\$ <input checked="" type="checkbox"/>	Permissive Tax Exemption - Please note that this form will not allow me to fill in the amount
2024	\$ <input checked="" type="checkbox"/>	Permissive Tax Exemption - Please note that this form will not allow me to fill in the amount
2025	\$ <input checked="" type="checkbox"/>	Permissive Tax Exemption - Please note that this form will not allow me to fill in the amount

## GRANT REQUEST

Amount of grant requested: \$ 7,900

☐ Capital grant ☐ Community event funding ☒ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

This request is to extend the employment term of our Summer Activity Assistant by an additional 9 weeks, following a job placement funded in part through the Canada Summer Employment program for youth. The student will continue to support the Nanaimo Brain Injury Society's (NBIS) community engagement and public education efforts over the summer. This role offers meaningful experience in nonprofit health support services and aligns with our mandate to provide support, education, and connection for people affected by acquired brain injury.

How will the use of this funding benefit a large portion of the community?

Brain injury is known as a silent epidemic. Approximately 180,000 people in B.C. are living with brain injury. After a brain injury, people are seven times more likely to develop symptoms of mental illness. Estimates suggest up to one in 25 people in Canada may be living with some level of ongoing disability from a brain injury. The funding will allow the summer student to focus on public education and awareness related to brain injury prevention and support services. Activities include social media campaigns, staffing educational booths at high-traffic community events such as the Nanaimo Pride Festival and the Nanaimo Night Market, where they will distribute information, engage the public in learning activities, and increase visibility of support services offered by the Nanaimo Brain Injury Society (NBIS).

What would be the consequences to not being awarded this funding?

In previous years, NBIS received funding to support a student position for the full summer. This year, our Canada Summer Employment wage subsidy grant was approved for less than the requested term. Without additional funding, we will be unable to extend the student's role, limiting our participation in key public education and community engagement events and reducing our ability to share vital brain injury information with diverse audiences. This loss of outreach capacity would also impact the visibility and success of our "Toss the Boss" fundraising campaign, which relies on strong summer engagement to build momentum.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
Canada Summer Employment Wage Subsidy	\$ 5500	Confirmed
Rotary Clubs of Nanaimo	\$ 6000	Pending
	\$	

## SUPPORTING DOCUMENTATION

☒ Certificate of Good Standing from BC Registry Services

☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)

☒ Financial Statement for most recent fiscal year

☒ Current year budget

☐ Invoice/quote for capital purchase

## SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

May 13, 2025

Signature

Date

## NOTES

First Intake - May 15<sup>th</sup>

Second Intake - September 15<sup>th</sup> (if funding available)

### Submit to:

Email: [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP



**CERTIFIED COPY**  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

*Alheat*  
CAROL PREST

## CONSTITUTION

BC Society • Societies Act

NAME OF SOCIETY: **NANAIMO BRAIN INJURY SOCIETY**

Incorporation Number: S0024257

Business Number: 89010 4060 BC0001

Filed Date and Time: July 3, 2018 01:52 PM Pacific Time

The name of the Society is NANAIMO BRAIN INJURY SOCIETY

The purposes of the Society are:

The purpose of the Society is to promote neurological health and well-being by:

- (a) Providing direct support services and programs relevant to those affected by acquired brain injuries;
- (b) Developing and delivering public educational programs and research with respect to acquired brain injuries; and
- (c) Developing and supporting volunteer activities related to acquired brain injuries.





[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)

> [T3010 Registered Charity Information Return](#)

# NANAIMO BRAIN INJURY SOCIETY – Quick View

[Charity's detail page](#)

Registration no.:

**890104060 RR 0001**

Status:

**Registered**

Effective date of status:

**1989-01-01**

Type of qualified donee:

**Charity**

Designation:

**Charitable organization ⓘ**

Website:

**[WWW.NANAIMOBRAININJURY.ORG](http://WWW.NANAIMOBRAININJURY.ORG)** ↗

## Reporting period views

Quick View

**2024-03-31**

2023-03-31

2022-03-31

2021-03-31

2020-03-31

## Full View

2024-03-31

2023-03-31

2022-03-31

2021-03-31

2020-03-31

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# Reporting period ending: 2024-03-31

## Programs and activities:

Ongoing programs:

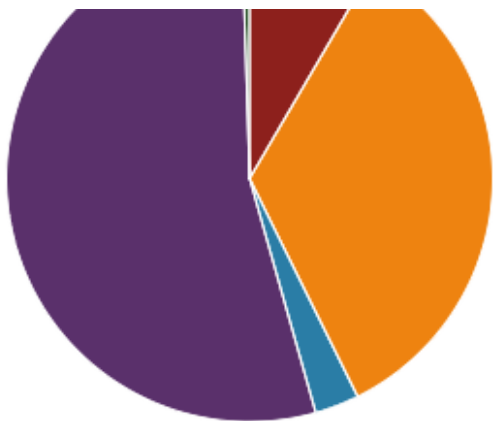
1. COMMUNITY ABI NAVIGATOR PROGRAM 2. INTAKE, ASSESSMENT AND CASE MANAGEMENT 3. HOSPITAL PEER SUPPORT PROGRAM 4. COMMUNITY PEER SUPPORT PROGRAM 5. VOLUNTEER SKILLS DEVELOPEMTN PROGRAM 6. CAREGIVER SUPPORTS 7. EDUCATION, AWARENESS AND PREVENTION OF BRAIN INJURY PROGRAMS 8. GROUP AND INDIVIDUAL COUNSELLING PROGRAMS 9. PEER SUPPORT SOCIAL PROGRAM

New programs:

---

## Revenue





- Receipted donations \$58,855.00 (8.44%)
- Non-receipted donations \$238,895.00 (34.24%)
- Gifts from other registered charities \$20,500.00 (2.94%)
- Government funding \$376,025.00 (53.89%)
- All other revenue \$3,458.00 (0.50%)

**Total revenue: \$697,733.00**

## Expenses

[See the T3010 for financial information](#)

## Compensation

Total compensation for all positions **\$436,222.00**

Full-time employees	<b>1</b>
Part-time employees	<b>12</b>

Professional and consulting fees

Compensated full-time positions:

\$40,000 to	1
\$79,999	

## Additional information

[How to amend the return](#)

[Information for Charity Quick View users](#)

[View the complete T3010 return for the period being displayed](#)

[Directors and trustees worksheet](#)

[Back to search results](#)

[New search](#)

## Related links

[Charities video gallery](#)

[Contact the Charities Directorate](#)

[Share this page](#)

**Screen ID:** CRA-HACC-QVP1

**Version:** 2024-05-24

**NANAIMO BRAIN INJURY SOCIETY**  
**OPERATIONS BUDGET**  
**2025/26**

	Current Year Budget 2025/26
<b>REVENUE</b>	
Island Health	268,890
Gaming Revenue	92,700
United Way	27,400
Brain Injury Alliance	101,540
Other Grants	34,690
Donations & Fundraising	115,100
Other Revenue (Note #1)	47,532
Permissive Tax Exemption	7,276
<b>TOTAL REVENUE</b>	<b>695,128</b>

	Current Year Budget 2025/26
<b>EXPENSES</b>	
Accounting & Legal	7,000
Advertising	500
Bank & Interest Charges	425
Food & Beverage	200
Insurance	5,500
Licences, Dues, Fees & Permits	460
Office supplies & Expenses	25,510
Program Expenses	68,574
Property Tax	7,276
Rent	52,500
Salaries, MERCs & Benefits	490,503
Wages - Sub-contracts	11,580
Staff Training	2,400
Event Expenses	17,300
Telephone & Internet	4,300
Travel	1,100
<b>TOTAL EXPENSES</b>	<b>695,128</b>

*Note #1:*

*Other Revenue: Bank Interest/Rental Income/Internally restricted funds*

**Nanaimo Brain Injury Society**  
**Compiled Financial Information**  
*March 31, 2024*

To the Directors of Nanaimo Brain Injury Society:

On the basis of information provided by management, we have compiled the statement of financial position as at March 31, 2024, and the statements of financial position, operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Nanaimo, British Columbia

June 12, 2024



Chartered Professional Accountants

# Nanaimo Brain Injury Society

## Statement of Financial Position

As at March 31, 2024

	2024	2023
<b>Assets</b>		
<b>Cash</b>		
Cash	486,095	265,479
Accounts receivable	36,505	19,685
Prepaid expenses	7,560	10,477
Goods and services tax receivable	3,625	2,646
	533,785	298,287
<b>Capital assets</b>	13,345	15,993
	547,130	314,280
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals	17,308	6,043
Wages and benefits payable	17,984	21,683
	35,292	27,726
<b>Deferred contributions</b>	290,280	126,112
	325,572	153,838
<b>Net Assets</b>		
Unrestricted	2,558	23,342
Internally restricted	219,000	137,100
	221,558	160,442
	547,130	314,280

**Nanaimo Brain Injury Society**  
**Statement of Operations**  
*For the year ended March 31, 2024*

	<b>2024</b>	<b>2023</b>
<b>Revenue</b>		
Brain Injury Program	<b>271,062</b>	176,176
Grant revenue	<b>147,893</b>	107,239
Gaming revenue	<b>87,500</b>	75,000
Brain Injury Alliance	<b>86,800</b>	73,250
Donations	<b>86,950</b>	50,170
Fees for service	<b>300</b>	18,650
Permissive tax exemption revenue	<b>7,789</b>	4,359
Other revenue	<b>5,981</b>	3,755
Interest income	<b>3,784</b>	1,440
	<b>698,059</b>	510,039
<b>Expenses</b>		
Accounting and legal	<b>6,880</b>	3,648
Advertising	<b>1,377</b>	4,090
Amortization	<b>6,591</b>	6,636
Bad debts	<b>-</b>	1,200
Bank charges and interest	<b>388</b>	463
Food and beverage	<b>11</b>	55
Insurance	<b>4,600</b>	4,051
Licences and dues	<b>326</b>	276
Office supplies and expenses	<b>24,597</b>	23,535
Program expenses	<b>52,578</b>	18,657
Property tax	<b>7,789</b>	4,359
Rent	<b>48,419</b>	47,211
Salaries and benefits (Note 2)	<b>436,222</b>	349,822
Special events	<b>21,177</b>	1,967
Staff training	<b>3,361</b>	826
Subcontracts	<b>23,039</b>	41,337
Telephone	<b>3,864</b>	3,413
Licences and fees	<b>158</b>	-
Travel	<b>5,234</b>	698
	<b>646,611</b>	512,244
<b>Excess (deficiency) of revenue over expenses before other items</b>	<b>51,448</b>	(2,205)
<b>Other items (loss)</b>		
Loss on disposal of capital assets	<b>(326)</b>	(255)
Administrative grant revenue	<b>88,295</b>	-
Administrative grant expenses	<b>(78,301)</b>	-
	<b>9,668</b>	(255)
<b>Excess (deficiency) of revenue over expenses</b>	<b>61,116</b>	(2,460)

**Nanaimo Brain Injury Society**  
**Statement of Changes in Net Assets**

*For the year ended March 31, 2024*

	<i>Internally Restricted</i>	<i>Unrestricted</i>	<b>2024</b>	<b>2023</b>
<b>Net assets, beginning of year</b>	<b>137,100</b>	<b>23,342</b>	<b>160,442</b>	162,902
<b>Excess (deficiency) of revenue over expenses</b>	<b>-</b>	<b>61,116</b>	<b>61,116</b>	(2,460)
<b>Internal transfers</b>	<b>81,900</b>	<b>(81,900)</b>	<b>-</b>	-
<b>Net assets, end of year</b>	<b>219,000</b>	<b>2,558</b>	<b>221,558</b>	160,442

**Nanaimo Brain Injury Society**  
**Notes to the Compiled Financial Information**  
*For the year ended March 31, 2024*

---

**1. Basis of accounting**

The basis of accounting applied in the preparation of the financial information of Nanaimo Brain Injury Society as at March 31, 2024 is on the historical cost basis, reflecting cash transactions with the addition of:

- accounts receivable less an allowance for doubtful accounts
- prepaid expenses and deposits
- capital assets amortized over their useful life
- accounts payable and accrued liabilities
- deferred contributions

**2. Director, employee and contractor compensation**

During the year, the Society paid \$81,658 (2023 – \$0) to one employee whose salaries were greater than \$75,000.



Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

## APPLICANT INFORMATION

Name(s): Belinda Pyle		Position: Interim Executive Director
Mailing Address: 4166 Departure Bay Rd.	City: Nanaimo	Postal Code: V9T 4B7
Email: belinda@ndrc.info		Phone: 250-7585547

## PROPERTY INFORMATION

Civic Address: 4166 Departure Bay Rd. #2	Folio:
Legal Description: Nanaimo Disability Resource Centre (NDRC)	
Registered Owner (if different from applicant): Non profit organization	

## ORGANIZATION INFORMATION

Organization Name: Nanaimo Disability Resource Centre	
Representative Name: Belinda Pyle	Email: belinda@ndrc.info
Is the Organization a registered Society?	<input checked="" type="checkbox"/> Yes - Registration No.: S0025958 <input type="checkbox"/> No
Is the Organization a Registered Charity?	<input checked="" type="checkbox"/> Yes - Registration No.: 128031721-RR 000 <input type="checkbox"/> No
Number of full-time staff: 1	Number of part-time staff: 4
Number of community volunteers: 45	Number of volunteer hours/Year: 1800
Please provide a brief description of the organization's mandate:	
We provide disability parking permits, resource navigation, free income tax preparation and computer school—programs that make a real difference in people's lives. Each of our employees is either a senior or a person with a disability, and we take pride in being an inclusive employer where lived experience is a strength, not a barrier.	
How is the organization funded?	
We are 60 % funded through the fees from our accessible parking program and the remaining is from donations and grants.	
What other organizations provide similar programs and services?	
NDRC fills important gaps in services in the disability and seniors community. We are the only organization north of Duncan to provide accessible parking permits (as mandated by Nanaimo municipal by-law), the only one to offer at home computer visits for seniors for free and also the only one to provide one-on-one resource help for ALL PURPOSES to those trying to navigate government and municipal services to receive disability funding and other services. Our Community Volunteer Income Tax Program is one of two others in the City. Demand for this program increased by 66% this year.	

## OTHER GRANT APPLICATION

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
Cost of purchasing a parking permit	\$ 31.00	
	\$	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

Our new Executive Director has deep experience in fundraising and as such, we will be launching a robust and inclusive program including monthly donation clubs and planned giving. Both of these take time to develop but we have very positive indications from our supporters that these will be well received.

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2024	\$	
	\$	
	\$	

## GRANT REQUEST

Amount of grant requested: \$ 4,000

☒ Capital grant ☐ Community event funding ☐ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

Our resource program has grown dramatically, leaving our staff with a five- to six-week waitlist unacceptable when most clients face urgent financial crises. We are ready to expand, with trained volunteers eager to help, but lack the space to deploy them. To address this, we must construct a wall to create a private office where our resource manager can meet clients confidentially. For safety, a portion must be glass, as some clients present behavioral challenges. Currently, she uses the boardroom, limiting our capacity. With a new office, volunteers can use the boardroom, allowing us to support more clients simultaneously.

How will the use of this funding benefit a large portion of the community?

The primary source of referrals to our Resource Program is government and municipal services. Our clients are low-income individuals, many of whom live with disabilities and mental health challenges. They are often in crisis, urgently seeking support to navigate complex systems and access the services they need to escape severe financial hardship. Many are at risk of losing their housing or going without basic necessities. Through our program, we help ensure they receive the critical funding required to maintain stability, keep a roof over their heads, and put food on the table. Furthermore, our Resource Manager has compiled a list of over 600 community organizations which she refers clients to on a regular basis.

What would be the consequences to not being awarded this funding?

In the last four years, demand for appointments our Resource Program has increased 220% (from 250 to 800 requests). This demand is not slowing down and instead is accelerating at an alarming pace. A five to six-week wait for those in financial crisis is unacceptable but each day without help, this waiting list grows. Without the funding to make the office, we may need to cut available services and have already had to reduce our services to support tenancy issues.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
	\$	
	\$	
	\$	

## SUPPORTING DOCUMENTATION

☒ Certificate of Good Standing from BC Registry Services

☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)

☒ Financial Statement for most recent fiscal year

☒ Current year budget

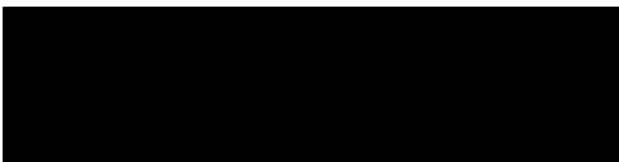
☒ Invoice/quote for capital purchase

## SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

Signature



May 13, 2025

Date

## NOTES

First Intake - May 15<sup>th</sup>

Second Intake - September 15<sup>th</sup> (if funding available)

### Submit to:

Email: [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP



CERTIFIED COPY  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

*T.K. Sparks*  
T.K. SPARKS

## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society Societies Act

NAME OF SOCIETY: **NANAIMO DISABILITY RESOURCE CENTRE SOCIETY**

Incorporation Number: **S0025958**

Business Number: **12803 1721 BC0001**

Filed Date and Time: **June 27, 2024 11:44 AM Pacific Time**

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

**2-4166 DEPARTURE BAY ROAD  
NANAIMO BC V9T 4B7**

**Mailing Address:**

**2-4166 DEPARTURE BAY ROAD  
NANAIMO BC V9T 4B7**

### DIRECTOR INFORMATION

**Last Name, First Name Middle Name:**

[REDACTED]

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

[REDACTED]

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

[REDACTED]

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

[REDACTED]

**Delivery Address:**

[REDACTED]



## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

**Last Name, First Name Middle Name:**

[REDACTED]

**Delivery Address:**

[REDACTED]

**Last Name, First Name Middle Name:**

[REDACTED]

**Delivery Address:**

[REDACTED]



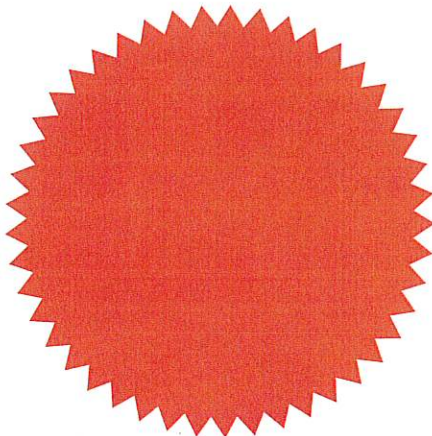


Number: S-0025958

# CERTIFICATE OF CHANGE OF NAME

*SOCIETY ACT*

*I Hereby Certify that* **THE NANAIMO AND REGION INDEPENDENT LIVING RESOURCE CENTRE ASSOCIATION** has this day changed its name to **NANAIMO DISABILITY RESOURCE CENTRE SOCIETY** on September 14, 2012 at 01:21 PM Pacific Time.



*Issued under my hand at Victoria, British Columbia,  
on September 14, 2012*

CAROL PREST  
*Registrar of Companies*  
PROVINCE OF BRITISH COLUMBIA  
CANADA

# Nanaimo Disability Resource Centre

Annual Budget 2025-2026



## REVENUE

<b>CRA Tax program</b>	3,000
Canada Summer Jobs	5,482
Wage Subsidy 2 (WCB Belinda)	1,600
Parking Permits	222,000
Donations	37,000
Memberships	500
Gaming Revenue	57,400
<b>TOTAL REVENUE</b>	<b>326,982</b>

## EXPENSE

<b>Wages&amp; Salaries</b>	202,465
EI	6,013
CPP	12,047
WBC	2,500
<b>Total wages/salaries</b>	<b>223,025</b>

### Administration

Accounting & Legal	3,400
Advertising and promotion	1,200
Computer Expense	500
Commercial Expense Pmt (NAI-OET)	12,000
Courier , Postage	6,000
Dues,Fees, Licences	100
Equipment rentals	2,600
Furniture & Equip	500
Insurance	3,100
Interest and bank charges	6,000
Bank Charges Gaming Acct	45
Janitorial & Garbage	1,500
Office	4,200
Photocopying	1,300
Software & Media Expense	3,500
Rent	49,660
Telephone	3,500
Travel	250
Misc Expense	250
Utilities	2,500
Staff & Volunteer Appreciation	1500
Repairs & maintenance	100
<b>Total Administration</b>	<b>103,705</b>
<b>TOTAL EXPENSES</b>	<b>326,730</b>

**NET INCOME**

**252**

Approve



## You have a new estimate from Nanaimo Handyman

### Prepared for:

Nanaimo disability Resource Centre

### Address:

4166 Departure Bay Rd, Nanaimo, BC V9T 4B7

### Expires on:

Fri Jun 06, 2025

---

#### Option #1



Approve

#### Estimate Details

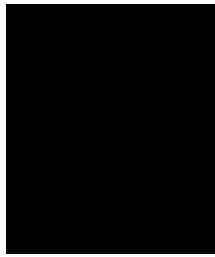
Service	Unit Price	Total
Wall installation		
Labour & Materials: Construct and install framing to close off office Secure to floor and walls		
Install window Drywall (tape, mud and sand) Window casing and baseboard installation Paint		
Fasteners and Hardware		
Show more		

#### Service subtotal



---

#### Subtotal



---

Total



Not what you were looking for?

Please let us know if you'd like to request some changes.  
We'd love to win your business.

Decline all options  
Estimate date: May 06, 2025

Contact us

---

Nanaimo Handyman

[\(250\) 797-9353](tel:2507979353)

[andrew@nanaimo-handyman.ca](mailto:andrew@nanaimo-handyman.ca)

Approve

**NANAIMO DISABILITY RESOURCE CENTRE SOCIETY**  
**Compiled Financial Information**  
**Year Ended March 31, 2024**

**NANAIMO DISABILITY RESOURCE CENTRE SOCIETY**  
**Index to Compiled Financial Information**  
**Year Ended March 31, 2024**

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COMPILED FINANCIAL INFORMATION	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Compiled Financial Information	6 - 7
Key Performance Indicators	8



**CHARTERED  
PROFESSIONAL  
ACCOUNTANTS**

#102 - 7184 Lantzville Rd, PO Box 70  
Lantzville, BC V0R 2H0  
t: 250.390.4131  
e: [info@kmacpa.ca](mailto:info@kmacpa.ca)  
w: [www.kmacpa.ca](http://www.kmacpa.ca)

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## COMPILATION ENGAGEMENT REPORT

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To the Management of Nanaimo Disability Resource Centre Society

On the basis of information provided by management, we have compiled the statement of financial position of Nanaimo Disability Resource Centre Society as at March 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

*KMA Chartered Professional Accountants*

Lantzville, British Columbia  
June 18, 2024

KMA CHARTERED PROFESSIONAL ACCOUNTANTS

**NANAIMO DISABILITY RESOURCE CENTRE SOCIETY****Statement of Financial Position****March 31, 2024**

	2024	2023
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 97,941	\$ 120,889
Accounts receivable	1,187	1,425
Inventory	5,192	6,021
Prepaid expenses	1,929	1,840
Restricted Cash	41	5,660
	<u>106,290</u>	<u>135,835</u>
<b>PROPERTY, PLANT AND EQUIPMENT (Note 4)</b>	<u>1,443</u>	<u>2,368</u>
	<u><b>\$ 107,733</b></u>	<u><b>\$ 138,203</b></u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 14,577	\$ 15,227
<b>NET ASSETS</b>	<u>93,156</u>	<u>122,976</u>
<b>LIABILITIES AND NET ASSETS</b>	<u><b>\$ 107,733</b></u>	<u><b>\$ 138,203</b></u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_  
Director

# NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

## Statement of Revenues and Expenditures

Year Ended March 31, 2024

	Budget 2024	Total 2024	Total 2023
<b>REVENUES</b>			
CRA tax preparation program	\$ -	\$ 2,735	\$ 1,125
Canada summer jobs grant	4,800	5,042	4,179
Gaming Grants	82,400	57,400	57,400
Sales of parking permits	150,000	159,619	150,165
Donations	14,000	16,653	15,153
Membership fees	3,000	1,730	3,866
Other grants	1,000	1,300	500
Interest revenue	-	1,640	645
	255,200	246,119	233,033
<b>EXPENSES</b>			
Accounting fees	3,200	3,416	2,921
Advertising and promotion	1,000	-	141
Amortization	700	925	706
Business taxes, licences and memberships	210	40	90
Delivery, freight and express	7,000	5,334	6,860
Donations	1,000	1,000	1,000
Equipment rentals	3,200	3,220	3,113
Insurance	3,100	3,144	2,900
Interest and bank charges	4,050	4,423	4,308
Office	6,700	4,112	6,488
Photocopying	2,000	2,014	1,905
Volunteer appreciation	1,500	1,107	1,507
Parking permits	3,400	3,641	3,614
Rental	33,000	30,918	30,981
Repairs and maintenance	2,700	2,163	2,654
Salaries and wages	186,070	203,452	199,145
Sub-contracts	300	115	-
Telephone	3,300	3,251	3,036
Travel	550	586	608
Utilities	3,000	3,078	2,698
	265,980	275,939	274,675
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	<b>\$ (10,780)</b>	<b>\$ (29,820)</b>	<b>\$ (41,642)</b>

See notes to financial information

# NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

## Statement of Changes in Net Assets

Year Ended March 31, 2024

	2023 Balance	Deficiency of revenues over expenses	Contributions	Withdrawals	2024 Balance
Unrestricted Net Assets	\$ 114,918	\$ (23,246)	\$ -	\$ -	\$ 91,672
Restricted Gaming Account	5,690	(5,649)	-	-	41
Invested in Equipment	2,368	(925)	-	-	1,443
	<u>\$ 122,976</u>	<u>\$ (29,820)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 93,156</u>
	2022 Balance	Deficiency of revenues over expenses	Contributions	Withdrawals	2023 Balance
Unrestricted Net Assets	\$ 103,323	\$ 11,595	\$ -	\$ -	\$ 114,918
Restricted Gaming Account	60,996	(55,306)	-	-	5,690
Invested in Equipment	299	2,069	-	-	2,368
	<u>\$ 164,618</u>	<u>\$ (41,642)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 122,976</u>

See notes to financial information

# NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

## Statement of Cash Flows

Year Ended March 31, 2024

	2024	2023
<b>OPERATING ACTIVITIES</b>		
Deficiency of revenues over expenses	\$ (29,820)	\$ (41,642)
Item not affecting cash:		
Amortization of property, plant and equipment	925	706
	<u>(28,895)</u>	<u>(40,936)</u>
Changes in non-cash working capital:		
Accounts receivable	238	(440)
Employee Advances	-	750
Inventory	829	(3,313)
Accounts payable	(650)	5,117
Prepaid expenses	(89)	(166)
Restricted Cash	5,619	55,336
	<u>5,947</u>	<u>57,284</u>
Cash flow from (used by) operating activities	<u>(22,948)</u>	<u>16,348</u>
<b>INVESTING ACTIVITY</b>		
Purchase of property, plant and equipment	-	(2,775)
Cash flow from (used by) investing activity	<u>-</u>	<u>(2,775)</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(22,948)</b>	<b>13,573</b>
Cash - beginning of year	<u>120,889</u>	<u>107,316</u>
<b>CASH - END OF YEAR</b>	<b>\$ 97,941</b>	<b>\$ 120,889</b>

See notes to financial information

# NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

## Notes to Compiled Financial Information

Year Ended March 31, 2024

### 1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Nanaimo Disability Resource Centre Society as at March 31, 2024, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- Accounts receivable less an allowance for doubtful accounts;
- Investments recorded at cost;
- Inventory valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis;
- Property, plant and equipment amortized over its useful life;
- Accounts payable and accrued liabilities;
- Revenues from the sale of Parking Permits are recognized at the time of sale;
- Contributions are accounted for using the deferral method of accounting;
- Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable, if the amount to be received can be reasonably estimated and collection is reasonably assured;
- Endowment contributions are recognized as direct increases in net assets.

### 2. PURPOSE OF THE ORGANIZATION

Nanaimo Disability Resource Centre Society (the "organization") is a not-for-profit organization of British Columbia. As a registered charity the organization is exempt from the payment of income tax under Subsection 149(1) of the Income Tax Act.

The organization operates to provide assistance to the mentally and physically challenged individuals of the greater Nanaimo region. The goal is to enhance independence.

### 3. SHORT-TERM INVESTMENTS

	2024	2023
<u>Short-term investments of the current year consist of the following:</u>		
Royal Bank Redeemable GIC maturing November 24, 2024	\$ 41,427	\$ 40,220
Royal Bank Redeemable GIC matured March 8, 2024	-	26,293
	<u>\$ 41,427</u>	<u>\$ 66,513</u>

### 4. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Computer equipment	\$ 14,331	\$ 14,109	\$ 222	\$ 333
Furniture and fixtures	17,976	16,755	1,221	2,035
	<u>\$ 32,307</u>	<u>\$ 30,864</u>	<u>\$ 1,443</u>	<u>\$ 2,368</u>

**NANAIMO DISABILITY RESOURCE CENTRE SOCIETY**  
**Notes to Compiled Financial Information**  
**Year Ended March 31, 2024**

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5. UNRESTRICTED NET ASSETS

The funds are used for the day-to-day operations of the society.

6. RESTRICTED GAMING ACCOUNT

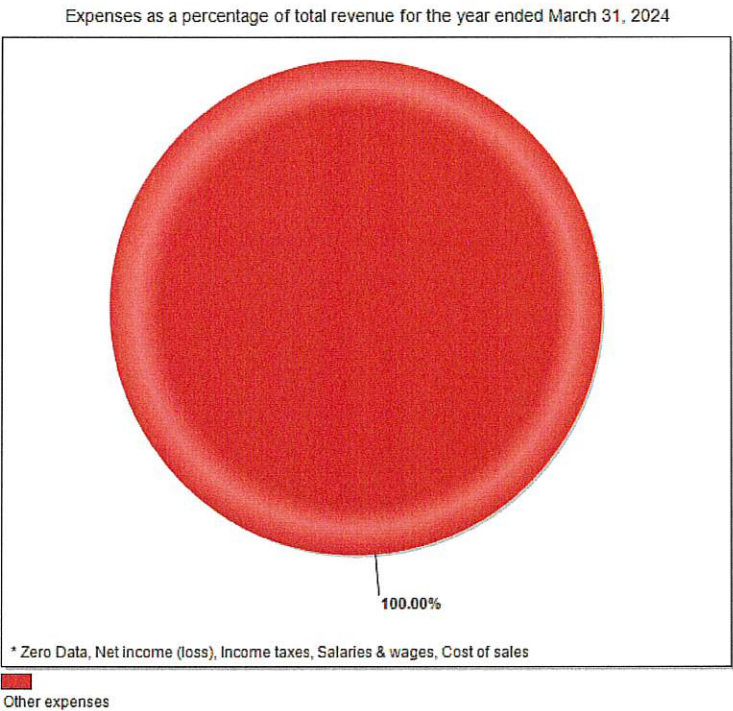
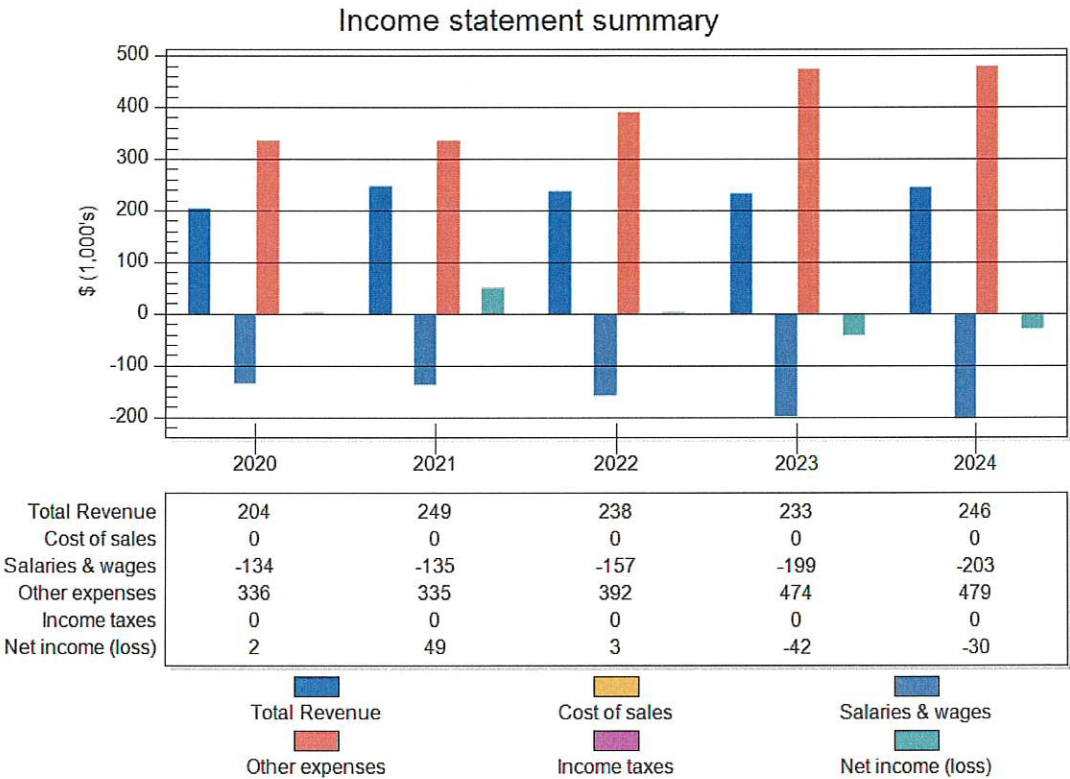
Disbursements from this account are restricted to specific expenditures as approved by the Gaming Policy and Enforcement Branch of British Columbia.

NANAIMO DISABILITY RESOURCE CENTRE SOCIETY

Key Performance Indicators

Year Ended March 31, 2024

(Unaudited - See Notice To Reader)





Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

**APPLICANT INFORMATION**

Name(s): Jaqueline Pieters

Position: President

Mailing Address: [REDACTED]

City: [REDACTED]

Postal Code: [REDACTED]

Email: [REDACTED]

Phone: [REDACTED]

**PROPERTY INFORMATION**

Civic Address: 2300 Bowen Road

Folio:

Legal Description: PID:000-289-078:Lot 1, Sections 18,19 and 20, Rnge 7, Mountain District,Plan 27

Registered Owner (if different from applicant): City of Nanaimo

**ORGANIZATION INFORMATION**

Organization Name: Nanaimo Equestrian Association(NEA)

Representative Name: Jacqueline Pieters

Email: [REDACTED]

Is the Organization a registered Society?

☒ Yes - Registration No.: S-34507☐ No

Is the Organization a Registered Charity?

☐ Yes - Registration No.:☒ No

Number of full-time staff: 0

Number of part-time staff: 0

Number of community volunteers: 69

Number of volunteer hours/Year: 1500

Please provide a brief description of the organization's mandate:

See attached

How is the organization funded?

see attached

What other organizations provide similar programs and services?

see attached



## OTHER GRANT APPLICATION

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
see attached	\$	
I	\$	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

see attached

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2023	\$	Permissive Tax Exemption(\$8,000)
	\$	
	\$	Permissive Tax Exemption(\$8,000)

## GRANT REQUEST

Amount of grant requested: \$ 20000

☐ Capital grant ☒ Community event funding ☐ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

see attached

How will the use of this funding benefit a large portion of the community?

see attached

## OTHER GRANT APPLICATION

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

What would be the consequences to not being awarded this funding?

see attached

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
Horse Council BC	\$ 20000	approved
Community Gaming grant	\$ 80000	pending
Mid-Island Co-Op	\$ 5000	pending

### SUPPORTING DOCUMENTATION

- ☒ Certificate of Good Standing from BC Registry Services
- ☐ Confirmation of Charity status per Canada Revenue Agency (if applicable)
- ☒ Financial Statement for most recent fiscal year
- ☒ Current year budget
- ☐ Invoice/quote for capital purchase

### SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

Signature

Date

May 7/25

### NOTES

First Intake - May 15<sup>th</sup>

Second Intake - September 15<sup>th</sup> (if funding available)

#### Submit to:

Email: [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP

TC CONTRACTING

#10 4376 Boban drive  
Nanaimo BC V9T 6A7  
+12508169744  
tccontracting99@gmail.com  
GST/HST Registration No.: 769854159  
Business Number GST 769854159

Estimate

ADDRESS  
Jacqueline Pieters  
Nanaimo Equestrians  
2300 Bowen Road  
Nanaimo BC V9T3K7

ESTIMATE 1009  
DATE 16/12/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
16/12/2024	Services	Reffit of horse stalls not including new doors on the one building. We will reuse any and all wood possible.			
16/12/2024	Services	Excavation of building as discussed. 2 People,Excavator and bins/Disposal			
16/12/2024	Services	Build 32 new entry doors for horse stalls			

This quote does not include any materials needed after using what is available to us at site, this quote is good for 30 days. I did not quote hardware like hinges and locks.

SUBTOTAL  
GST @ 5%  
TOTAL

TAX SUMMARY

RATE	TAX	NET
GST @ 5%		

Accepted By

Accepted Date



Job #:Nanaimo Equestrians Date: 21-Mar

## Work Order

Contact Name: Jacqueline Telephone #:

Address: Beban Park Team TC1-2

Where	Description	Supplies		Team	Materials	Method	Rate	Total
Stable	Stable 1 Remove any products that can	April 10-11 2025						\$ -
	Be used to aid in the refit of the other							\$ -
	Stables							\$ -
								\$ -
	Demo and Clean up Stable 1	April 12-17 2025						\$ -
	Safley leaving grounds prepared for							\$ -
	gravel bedding							\$ -
								\$ -
	refit existing stables using salvaged and	April 21- June 15						\$ -
	New hardware and Materials	2025						\$ -
								\$ -
	thorough site clean removing all	June 16-18						\$ -
	Construction Debris							\$ -
								\$ -
	Gravel delivered and spread	June 20-29						\$ -
	Job Complete	30-Jun						\$ -
Notes:								

**File Copy**



Job #: Nanaimo Equestrians Date: 21-Mar

## Work Order

Contact Name: Jacqueline Telephone #:

Address: Beban Park Team TC1-2

Room	Product (Design & Colour)	Date		Team	Materials	Install Method		Total
Stable	Stable 1 Remove any products that can	April 10-11 2025	\$ -				\$ -	
	Be used to aid in the refit of the other		\$ -				\$ -	
	Stables		\$ -				\$ -	
			\$ -				\$ -	
	Demo and Clean up Stable 1	April 12-17 2025	\$ -				\$ -	
	Safley leaving grounds prepared for		\$ -				\$ -	
	gravel bedding		\$ -				\$ -	
			\$ -				\$ -	
	refit existing stables using salvaged and	April 21- June 15	\$ -				\$ -	
	New hardware and Materials	2025	\$ -				\$ -	
			\$ -				\$ -	
	thorough site clean removing all	June 16-18	\$ -				\$ -	
	Construction Debris		\$ -				\$ -	
			\$ -				\$ -	
	Gravel delivered and spread	June 20-29	\$ -				\$ -	
	Job Complete	45838	\$ -					
Notes:								

Accounting Copy



Job #: Nanaimo Equestrians Date: 21-Mar

## Work Order

Contact Name: Jacqueline Telephone #:

Address: Beban Park Team TC1-2

Room	Product (Design & Colour)	Supplier/Stock#	Size	SQ Unit	Install Method	Installer Rate	Total
Stable	Stable 1 Remove any products that can	April 10-11 2025				\$ -	\$ -
	Be used to aid in the refit of the other					\$ -	\$ -
	Stables					\$ -	\$ -
						\$ -	\$ -
	Demo and Clean up Stable 1	April 12-17 2025				\$ -	\$ -
	Safley leaving grounds prepared for					\$ -	\$ -
	gravel bedding					\$ -	\$ -
						\$ -	\$ -
	refit existing stables using salvaged and	April 21- June 15				\$ -	\$ -
	New hardware and Materials	2025				\$ -	\$ -
						\$ -	\$ -
	thorough site clean removing all	June 16-18				\$ -	\$ -
	Construction Debris					\$ -	\$ -
						\$ -	\$ -
	Gravel delivered and spread	June 20-29				\$ -	\$ -
	Job Complete	45838				\$ -	\$ -
Notes:							

Installer Copy



**Nanaimo Construction Group Inc.**

205-2520 Bowen Road

Nanaimo, BC V9T 3L3

Phone: 7789889600



Job Address:

2300 bowen rd

Nanaimo, Bc

**Print Date:** 2025-03-05

## Proposal for Equestrian Center - [REDACTED]

Attention [REDACTED]

We are pleased to submit this proposal for the following scope of work:

### - Demolition -

- Dismantle as much lumber from the large barn to reuse into the reparations of the other three barns
- Demolish remaining structure separating metal from the rest of the building
- Dig up and remove all remaining concrete

### - Reparations -

- Straighten out and secure all existing stall doors
- Install client supplied doors in barn near ring
- Adjust all lumber in all stalls to be stacked tight, and extend all barrier walls all the way to the trusses
- Tighten up the gap from the bottom of the walls to the floor
- Repair walls surrounding tack rooms
- Supply new lumber as needed to supplement short falls in reclaimed material
- Address any obvious rot and replace materials as needed

<b>Demo Labour</b> 4202 - Labour - Demolition	General Labour to assist demolition of large barn	16	
<b>Rough Framing</b> 4211 - Labour - Rough Carpentry and Framing	Labour for Rough Framing - Repair all stalls including doors, walls, and attached tack/storage areas	608	
<b>General Materials</b> 4302 - Materials - General	Budget line for anticipated new materials	1	
<b>General Hardware</b> 4307 - Materials - General Hardware	- Fasteners - Hinges - anchors etc.	1	
<b>Plumbing parts and labour</b> 4406 - Plumbing	Plumber to be on call and deal with old plumbing from long barn being removed	1	
<b>Painting</b> 4414 - Painting	Fresh coat of paint on all surfaces of the refurbished barns	21,024	
<b>Excavation</b> 4501 - Excavation	Labour and Machine time for: - Final demolition of Barn - Cleanup of debris and deposit in bins - Dig up concrete foundation and pillars	16	
<b>Waste Removal</b> 4603 - Waste Removal	Bins for waste removal	3	
<b>Dismantling Labour</b> 4202 - Labour - Demolition	Labour to dismantle large barn and salvage materials	96	

**Total Price:**



GST Extra

Dec 5th/2024

## DBL Disposal Services Ltd

### Nanaimo Equestrians

Attention: Jacqueline, Email: nanaimoequestrians@gmail.com

[REDACTED]

**Demo Proposal:** demolition and foundation removal of Stable #1 & #2 at Bowen

**Demolition services:**

[REDACTED] Stable #2

[REDACTED] Stable #1

#### Services provided;

Mobilization of equipment for demolition

Demolition of #2 and #1 stable

Hauling, disposal, and recycling of demolition debris

Removal of foundation

**Please note:** Permits are to be supplied by owner, or general contractor in regards for demolition, unless otherwise specified. Hazmat report and clearance letter is to be provided prior to any demolition services being performed. Any archeological permits and archeologist required to be onsite will be at owners' cost. Any delay regarding Archeological site works, which requires machine to surpass allotted hours, will be billed at an hourly rate.

DBL Disposal Services Ltd appreciates the opportunity to provide you with this quote. If you have any questions or comments, please don't hesitate to contact me. Quote is valid for 30 days. DBL Disposal does require a half down deposit of [REDACTED] before mobilization.

**All prices are subject to applicable taxes!!**

**NO FUEL SURCHARGES OR ADMINISTRATION FEES**

Regards,

Troy Gladesdahl

Market and Business Development Manager

D.B.L. Disposal Services Ltd

Office: (250) 751-8923

Cell: (250) 713-9406

Email: [Sales@dbldisposalservices.com](mailto:Sales@dbldisposalservices.com)

1. **Please provide a brief description of the organization's mandate:** NEA's mandate is to promote lifelong involvement in equestrian sports, offering opportunities for individuals of all ages to participate in equestrian activities. The NEA is a vital part of Nanaimo's culture and economy, ensuring equestrian traditions thrive while benefiting residents and businesses. Supporting the NEA means investing in the community's future.
2. **How is the organization funded:** We receive the following: Horse Council grants, dog group rentals, VIEEX grounds rental. Equestrian event entry fees, memberships, individual use of facilities fees and sponsorships.
3. **What other organizations provide similar programs and services:** NEA is the only non-profit organization providing a variety of services and activities aimed at promoting equestrian sports, education and community engagement.
4. **Is there a fee to any of the activities/services:**
  - a. Full show grounds \$400.00 per event
  - b. Individual ring \$200.00 per day
  - c. Club House \$50.00 per day
  - d. Stalls \$25.00 per day per stall
  - e. Camping \$35.00 per night
  - f. Jumps \$50.00 per day
  - g. Dressage \$50.00 per day
  - h. Surrounds \$50.00 per day
  - i. Shows/Clinics \$50.00 non-refundable event deposit-Minor show
  - j. Show/Clinics \$200.00 non-refundable event deposit-Major show
5. **Detail current and planned revenue-generating activities:** Mid-Island Pony Club meetings and shows; Poultry Swaps; Schooling Show entry fees; Horse Clinics; Dog Agility Club rentals; tack sales; Easter Egg Hunt; Vancouver Island Exhibition grounds rental; Horse Driving Club show and Mid-Island Velo Association race.
6. **Proposed use of Funding:** Extensive repairs are needed to the horse stalls and removal of one of the horse barns to make it possible for the BC 55+ Summer Games Equestrian participants to safely stable their horses. (Please see attached Nanaimo Equestrian Community Events-BC 55+Summer Games).
7. **How will the use of this funding benefit the Community:** The Nanaimo Equestrian Association plays a crucial role in the community by providing access to equestrian sports and activities that might otherwise be inaccessible to many individuals, particularly those in rural and less urbanized areas. Horseback riding and equestrian training are often seen as exclusive, costly pursuits but NEA's programs help to democratize the sport, making it accessible to individuals of all backgrounds and income levels. By offering affordable lessons, camps and events, the NEA fosters a love for horses, physical activists and outdoor recreation, all of which are essential for personal development and well-being.
8. **What would be the consequences to not being awarded this funding:** We would not be able to repair the horse stalls therefore we would not be able to host the equestrian 55+ BC Games event.

## **Nanaimo Equestrian Community Events – BC 55+ Summer Games**

The Nanaimo Equestrian Association (NEA) is a non-profit society that manages the Beban Park Equestrian Centre, promoting and fostering equestrian activities and sports in the Mid Vancouver Island area.

The 55+ BC Games, scheduled to take place in Nanaimo from September 9 to 13, 2025 are the largest annual multi-sport event for the 55+ population of British Columbia.

The mission of the BC Games Society is to guide the BC Winter and BC Summer Games, preparing Team BC for national multi-sport Games and to create development opportunities for athletes, coaches, officials, volunteers and communities.

The NEA's mission aligns with the BC Games Society's mission by promoting lifelong involvement in equestrian sports, offering opportunities for individuals of all ages to participate in equestrian activities.

This commitment to inclusivity and community engagement complements the values of the 55+ BC Games, which emphasize integrity, trust, respect, dedication, accountability, collaboration, evolution and excellence.

By hosting equestrian events during the 55+ BC Games, NEA contributes to the Games' objectives of fostering community engagement, promoting healthy lifestyles and providing development opportunities for participants.

This collaboration highlights the shared commitment to enhancing the quality of life for individuals through sport and community involvement.

In the 42 years the club has been on this property, it has built a clubhouse, 3 riding rings, an indoor riding ring and 4 barns.

Minor repairs are needed to the horse stalls to make it possible for the Summer Games equestrian participants to safely stable their horse. Also, with the repairs complete, we can have more horses stabled overnight on this site.

The equestrian events will consist of driving, dressage, equitation, jumping and flat classes and 75 stalls will be needed for this event.

# Nanaimo Equestrian Association

## 2025 City of Nanaimo - Other Grant Application

	2023	2024	2025 City	2025
REVENUE	Actuals	Actuals	of Nanaimo	Budget
			Grant	
<b>Sales Revenue</b>				
Sales - Merchandise Sales	79.20	60.00		30.00
Sales - Tack Sales	956.20	50.00		50.00
Membership Fees	1,725.00	580.00		750.00
Donations	350.00	-		150.00
Fundraising	373.40	-		125.00
Events/Clinics	13,850.67	8,298.38		8,300.00
Ring Rentals (Hourly)	34,938.00	9,968.00		10,000.00
Returns	(750.00)	(50.00)		-
<b>Net Sales</b>	<u>51,522.47</u>	<u>18,906.38</u>		<u>19,405.00</u>
<b>Other Revenue</b>				
Interest Revenue	0.60	0.83		0.90
Horse Council Grant	7,500.00	-		5,000.00
<b>Total Other Reveue</b>	<u>7,500.60</u>	<u>0.83</u>		<u>5,000.90</u>
<b>TOTAL REVENUE</b>	<u>59,023.07</u>	<u>18,907.21</u>		<u>24,405.90</u>
<b>EXPENSE</b>				
<b>General &amp; Administrative Expenses</b>				
Accounting & Legal	1,191.94	503.87		1,200.00
Advertising & Website	0.00	138.60		4,000.00
Courier & Postage	35.20	-		-
Insurance	5,449.00	6,621.40		7,000.00
Interest & Bank Charges	72.63	11.18		45.00
PAYPAL FEES	518.24	285.85		300.00
Office Supplies	465.28	368.31		400.00
Horse Show Costs	295.80	1,143.70		1,200.00
Clinic Costs	9,035.73	871.57		1,000.00
Repair & Maintenance	10,820.76	1,681.59		45,000.00
Grounds Maintenance	19,098.03	5,125.37	20,000.00	20,000.00
Security & Alarm System	817.87	1,299.78		2,000.00
Toilet	1,987.05	1,837.50		2,300.00
Utilities	788.60	2,275.00		3,600.00
<b>Total General &amp; Admin Expenses</b>	<u>50,576.13</u>	<u>22,163.72</u>	<u>20,000.00</u>	<u>88,045.00</u>
<b>NET INCOME</b>	<u>8,446.94</u>	<u>-3,256.51</u>	<u>20,000.00</u>	<u>-63,639.10</u>

Generated On: 02/03/2025

**NANAIMO EQUESTRIAN ASSOCIATION**  
**Financial Statements**  
**Year Ended December 31, 2024**

# NANAIMO EQUESTRIAN ASSOCIATION

## Index to Financial Statements

Year Ended December 31, 2024

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	Page
FINANCIAL STATEMENTS	
Statement of Financial Position	1
Statement of Changes in Net Assets	2
Statement of Revenues and Expenditures	3
Notes to Financial Statements	4

# NANAIMO EQUESTRIAN ASSOCIATION

## Statement of Financial Position

December 31, 2024

	2024	2023
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 20,484	\$ 27,254
Prepaid expenses	3,281	-
	23,765	27,254
<b>PROPERTY, PLANT AND EQUIPMENT</b> <i>(Net of accumulated amortization)</i>	27,482	27,482
	\$ 51,247	\$ 54,736
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 823	\$ 1,055
<b>NET ASSETS</b>	50,424	53,681
<b>LIABILITIES AND NET ASSETS</b>	\$ 51,247	\$ 54,736

### ON BEHALF OF THE BOARD

\_\_\_\_\_ Director

\_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements



**NANAIMO EQUESTRIAN ASSOCIATION****Statement of Changes in Net Assets****Year Ended December 31, 2024**

	2024	2023
NET ASSETS - BEGINNING OF YEAR	\$ 53,681	\$ 45,234
DEFICIENCY OF REVENUE OVER EXPENSES	(3,257)	8,447
NET ASSETS - END OF YEAR	\$ 50,424	\$ 53,681

The accompanying notes are an integral part of these financial statements



# NANAIMO EQUESTRIAN ASSOCIATION

## Statement of Revenues and Expenditures

Year Ended December 31, 2024

	2024	2023
<b>REVENUE</b>		
Donations	\$ -	\$ 350
Events/clinics	8,298	13,851
Fundraising	-	373
Grants	-	7,500
Interest revenue	1	1
Membership fees	580	1,725
Merchandise sales	60	79
Returns	-	(750)
Ring rentals	9,968	34,938
Tack sales	50	956
	<b>18,957</b>	<b>59,023</b>
<b>EXPENSES</b>		
Advertising and promotion	139	-
Business taxes, licenses and memberships	169	208
Clinic costs	872	9,036
Grounds maintenance	5,125	19,098
Horse show costs	1,144	296
Insurance	6,621	5,449
Interest and bank charges	297	590
Office	249	292
Professional fees	504	1,192
Repairs and maintenance	3,519	12,808
Security	1,300	818
Utilities	2,275	789
	<b>22,214</b>	<b>50,576</b>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>\$ (3,257)</b>	<b>\$ 8,447</b>

The accompanying notes are an integral part of these financial statements



# NANAIMO EQUESTRIAN ASSOCIATION

## Notes to Financial Statements

Year Ended December 31, 2024

---

### 1. PURPOSE OF THE ASSOCIATION

Nanaimo Equestrian Association (the "association") is a not-for-profit organization of British Columbia.

The association operates to generally promote and foster equestrian activities and sports. To undertake and encourage the establishment, equipment, operation and maintenance of accessible equestrian facilities for the use and enjoyment of horses including sport, competition, therapy and pleasure.

---





CERTIFIED COPY  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

*T.K. Sparks*  
T.K. SPARKS

## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

NAME OF SOCIETY: **NANAIMO EQUESTRIAN ASSOCIATION**

Incorporation Number:

S0034507

Business Number:

82241 6095 BC0001

Filed Date and Time:

February 21, 2025 07:40 AM Pacific Time

### REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

[REDACTED]

Mailing Address:

[REDACTED]

### DIRECTOR INFORMATION

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]



## STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

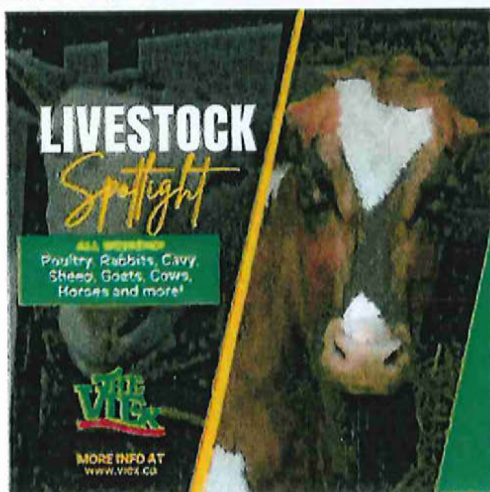
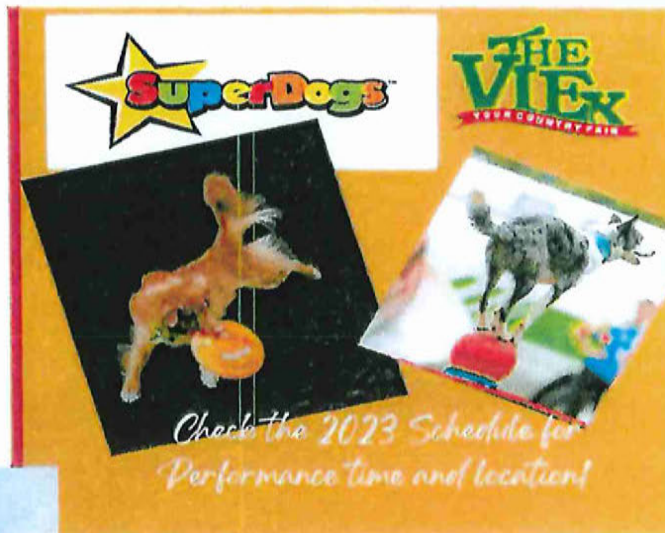
**Last Name, First Name Middle Name:**

[REDACTED]

**Delivery Address:**

[REDACTED]

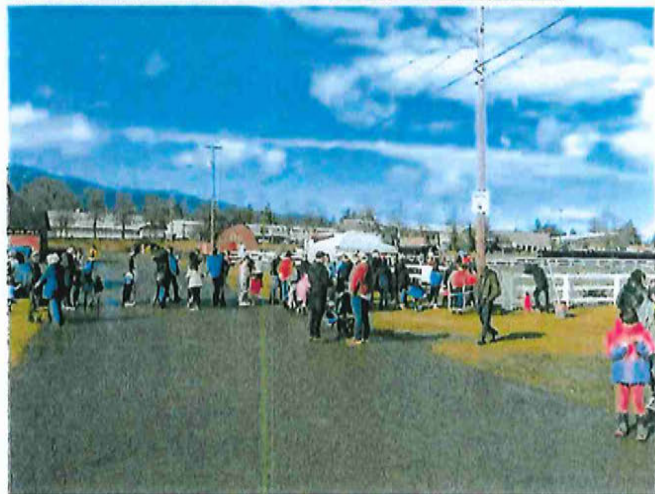
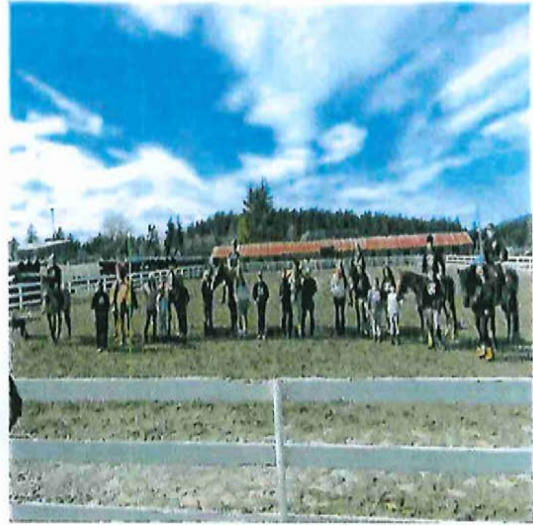
## VIEX held at Nanaimo Equestrian Association

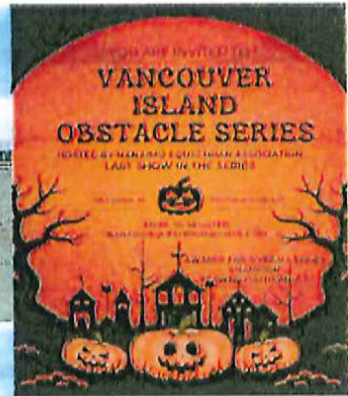


Cycle Cross Event at Nanaimo Equestrian Association



Central Island Equestrian Easter Fundraiser supported by Nanaimo Equestrian Association





## TACK SALE!

Oct 12 - 9:00  
2 Day Event Board

Over 20 tables!  
Don't Miss out!

Bits, Blankets,  
Boots, Pads, Wraps  
Some New, Some  
Used  
So" So - So Much  
More!



**It's NEA Fundraising Time**  
If you have any of the below items,  
we'd be happy to take them off your hands



**Nanaimo Equestrian Association**  
*Challenges*  
**Challenge Obstacle Course!**

Where : Nanaimo Equestrian Association (Beban)  
When: Sunday, March 20  
Cost: \$10.00 for the day (\$5.00 for members)  
Time: 10:00 -2:00

Come out and practice your Obstacle skills!  
Challenge your inner cowboy!  
Practice, Practice, Practice!  
Come mounted or in hand, bring your friends  
and the kids!  
This a relaxed fun filled day

**NANAIMO EQUESTRIAN ASSOCIATION PRESENTS**  
**LEARN TO RIDE BRIDLELESS**  
*with Ashley Brookes of*  
*I am a Horsewoman*  
May 6 & 7, 2023  
**RIDERS SPOTS \$300**

**RIDERS RECEIVE:**

- A Hour of professional instruction over 2 days (2 hours per day)
- Small groups or no more than 4 riders for individualized instruction
- Inside NEA's beautiful indoor arena

**BENEFITS OF LEARNING BRIDLELESS RIDING**

- Less reliance on reins
- Better use of seat and leg aids
- Deepen your connection, conversation & trust with your horse
- Discover what your posture is telling your horse

Nanaimo Equestrian Association  
2500 Highway 100, Nanaimo, BC



**ELEVATE Your Horsemanship!**

**Nanaimo Equestrian Association**  
is proud to bring you Groundwork for 2 days!  
**July 15 & 16th AND August 12th & 13th**

Prize money for the best groundwork performance for each discipline  
Prize money for the best groundwork performance for each discipline  
Prize money for the best groundwork performance for each discipline  
Prize money for the best groundwork performance for each discipline  
Prize money for the best groundwork performance for each discipline

**How do you teach your horse? What are you teaching your horse?**  
How do you teach your horse to be a better horse?  
This is your opportunity to learn from one of the best in the business!  
Join us for a 2-day workshop on the ground.  
Your horse will be a better horse after you finish this workshop.  
Register now! [www.nanaimoequestrians.ca](http://www.nanaimoequestrians.ca)

## All Pony Show

Hosted by the **July 23, 2023**

**Nanaimo Equestrian Association**

*Fun Show for all ponies ridden/driven by children or adults.*

Prize List and Entry Forms available on NEA website:

[www.nanaimoequestrians.ca](http://www.nanaimoequestrians.ca)

or Facebook: Nanaimo Equestrian Association  
Contact by email: [nanaimoequestrians@gmail.com](mailto:nanaimoequestrians@gmail.com)

**Classes will include:**

Halter Agility Trail English Lead Line  
Western Ridden Games and Driving

**Judges will be:**

Tina Knott - Halter and Driving  
Fonda Munro - Trail and Agility  
Barb Parker - Performance





NEA

Non-Profit Organization

2021 Canadian Championships

SEPTEMBER 10-12, 2021

Taking place at the

2021 Canadian Championships

For more information



- Show and cutting and cow horses.
- Pre-qualifying since 2015.
- Canadian Finals Round 4 (Eventing, Dressage, Endurance, and Western Dressage).
- Winner at the GPAA twice (2019 and 2021).
- 2021 Canadian Champion Barrel Racing 50s, as well as several others.
- Competed at the Calgary Stampede (2021-2022).

COME RIDE WITH A  
WINNER!



**OTHER GRANT APPLICATION**Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Other Grants are available to recognize the significant value that volunteers, volunteer groups and Non-Profit Organizations contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

**APPLICANT INFORMATION**

Name(s): Amie Armet	Position: Executive Director
Mailing Address: PO Box 37020 Country Clu City: Nanaimo	Postal Code: V9T6N4
Email: <a href="mailto:amie@nanaimoscience.org">amie@nanaimoscience.org</a>	Phone: 7782682289

**PROPERTY INFORMATION**

Civic Address: Unit 26 Country Club Centre 3200 Island Highway Folio:

Legal Description:

Registered Owner (if different from applicant): Northwest Properties Ltd.

**ORGANIZATION INFORMATION**

Organization Name: Nanaimo Science and Sustainability Society

Representative Name: Amie Armet Email: [amie@nanaimoscience.org](mailto:amie@nanaimoscience.org)

is the Organization a registered Society? ☒ Yes - Registration No.: S-56147 ☐ No

Is the Organization a Registered Charity? ☒ Yes - Registration No.: 827890054 ☐ No

Number of full-time staff: 4

Number of part-time staff: 5

Number of community volunteers: 30

Number of volunteer hours/Year: 600

Please provide a brief description of the organization's mandate:

Nanaimo Science offers hands-on science outreach programs to children and families

How is the organization funded?

Through grants, donations and fee for service programs. See additional document for more info #1

What other organizations provide similar programs and services?

VIU (Deep Bay) and NatureKidsBC offer STEM and Outdoor Education but in a different format.

## OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
Summer Day Camp	\$ 70/day	
School Field Trip	\$ 150/hour/class	
Homeschool Programs	\$ 18/hour	

Detail current and/or planned revenue-generating activities by the organization.

See extra document #2

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2024	\$ <input checked="" type="checkbox"/>	Other grant - park rentals for 36 hours/105 hours
2021	\$ <input checked="" type="checkbox"/>	\$1000
	\$ <input checked="" type="checkbox"/>	<del>Other grant - park rentals for 36 hours/105 hours</del>

### GRANT REQUEST

Amount of grant requested: **A** 100 hours of park usage

☐ Capital grant ☐ Community event funding ☐ Educational funding ☐ Emergency funding

☒ In-kind funding for facility rental

Facility address: City of Nanaimo Parks (Bowen, Colliery, Neck Point etc)

Rental dates & times: daytime during spring, summer and fall

☐ Other:

Proposed use of funding:

Cover costs of park rental during our FREE Science in the Park programs

How will the use of this funding benefit a large portion of the community?

See answer #3

## OTHER GRANT APPLICATION

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

What would be the consequences to not being awarded this funding?

See answer #4

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
BC Gaming Grant 2024-25	\$ 11500	Approved
Regional District of Nanaimo	\$ 3200	ongoing
ECO Canada	\$ 5000	pending

### SUPPORTING DOCUMENTATION

- ☒ Certificate of Good Standing from BC Registry Services
- ☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)
- ☒ Financial Statement for most recent fiscal year
- ☒ Current year budget
- ☒ Invoice/quote for capital purchase

### SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

Signature

Date

Apr 25, 2025

### NOTES

First Intake - May 15<sup>th</sup>

Second Intake - September 15<sup>th</sup> (if funding available)

#### Submit to:

Email: [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP

**Other Grant application – continued information  
(application form's fields not set up for multiple lines)  
Nanaimo Science and Sustainability Society**

**1. How is the organization funded?**

Nanaimo Science is funded through a combination of grants, sponsorships, and social enterprise programs. Our Science in the Park program in particular has been substantially covered through either Canada Summer Jobs grants, or, through the Canada Parks and Recreation Association Youth Employment Experience, and ECO Canada Co-op positions. Funding can ebb and flow, however, we have been successful in securing continued funding for our core staff team.

Our social enterprises include the activities listed in the “fee for service” section of our application. We almost always “sell out” of program spots, and are fortunate that the demand that families and schools have shown for our programs. These programs bring in revenue that supports costs that are not covered by grants.

**2. Detail current and/or planned revenue-generating activities by the organization.**

Nanaimo Science employs a multifaceted approach to generate revenue, combining program fees, event services, and community support. Here's an overview of their current and planned revenue-generating activities:

**1. Educational Programs and Workshops**

- **Homeschool Classes:** Offering workshops for various age groups, such as the Winter 2025 sessions priced at \$18 per 1-hour workshop for primary students and \$28 per 90-minute workshop for intermediate students.
- **After-School Programs:** Providing structured science education outside regular school hours, with fees contributing to the organization's income.
- **Summer Camps:** A major source of revenue, our week-long summer camps offer hands-on science experiences for children throughout July and August. These camps are consistently in high demand and form the core of our seasonal operations.

**2. Community Events and Services**

- **Birthday Parties:** Hosting science-themed parties at their studio, including a 1-hour private program led by an Outreach Educator

- **Science on the Move:** Bringing hands-on science activities to community events, offering interactive challenges and demonstrations, which can serve as both outreach and a revenue stream.

### 3. Sponsorships and Donations

- **Sponsorship Opportunities:** Engaging local businesses and individuals to sponsor programs or events.
- **Donations:** Accepting contributions to support operations, program development, and equipment purchases, emphasizing community involvement in sustaining their mission.

### 4. Grants and External Funding

- Actively pursuing grants from various agencies to fund specific projects or general operations, ensuring the continuation and expansion of their educational offerings.

Through these diverse revenue streams, Nanaimo Science continues to inspire and educate the community about science and sustainability.

### **3. How will the use of this funding benefit a large portion of the community?**

This funding will help allow Nanaimo Science to offer **free access to our Science in the Park program** by covering park rental fees for spring, summer, and fall events. These outdoor, drop-in science experiences are designed to engage community members of all ages with hands-on activities at local greenspaces—both familiar and new to them.

By removing financial and location barriers, we can reach a **broad cross-section of the community**, including families, youth, and newcomers. Participants explore locally relevant science topics such as ecology, biodiversity, climate, and geology—fostering a deeper understanding of and care for the natural environment in their own neighbourhoods. This promotes **environmental stewardship**, encourages outdoor learning, and builds connections between people and place.

### **4. What would be the consequences to not being awarded this funding?**

If we do not receive this funding, we may need to reduce the number of free Science in the Park events or introduce fees, limiting access for many families. We would also explore alternative

locations in other cities with lower or no park rental fees, but this could reduce our ability to serve the local community and engage residents in their own natural environments. This would impact our goal of fostering environmental stewardship and increasing local awareness of science.



[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)

> [T3010 Registered Charity Information Return](#)

# Nanaimo Science and Sustainability Society — Quick View

[Charity's detail page](#)

Registration no.:

**827890054 RR 0001**

Status:

**Registered**

Effective date of status:

**2011-05-10**

Type of qualified donee:

**Charity**

Designation:

**Charitable organization** ⓘ

Website:

## Reporting period views

### Quick View

**2023-12-31**

[2022-12-31](#)

[2021-12-31](#)

[2020-12-31](#)

[2019-12-31](#)

### Full View

2023-12-31

2022-12-31

2021-12-31

2020-12-31

2019-12-31

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## Reporting period ending: 2023-12-31

### Programs and activities:

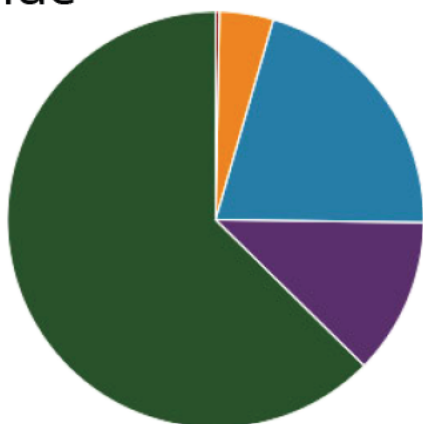
Ongoing programs:

SCIENCE-BASED EDUCATIONAL SUMMER CAMPS, AFTER SCHOOL AND IN-SCHOOL PROGRAMS(SCIENCE ON THE MOVE) AND SPECIAL EVENTS ACTIVITIES AND OTHER DROP-IN EVENTS THESE ACTIVITIES WERE DESCRIBED IN A NOV 12/13 LETTER TO CRA AND APPROVED PER 15/13 RESPONSE FROM CRA

New programs:

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### Revenue



■ Receipted donations \$1,224.00 (0.31%)

■ Non-receipted donations \$16,282.00 (4.17%)

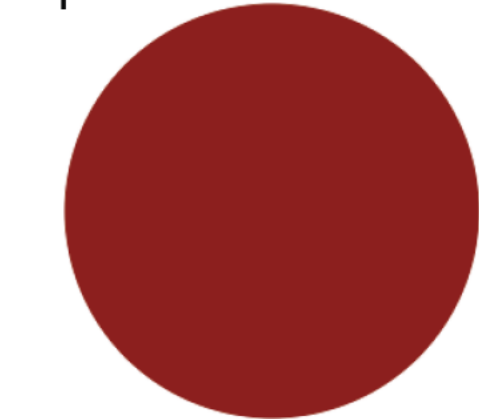
■ Gifts from other registered charities \$80,970.00 (20.74%)

■ Government funding \$47,407.00 (12.14%)

■ All other revenue \$244,569.00 (62.64%)

**Total revenue: \$390,452.00**

# Expenses



- Charitable programs \$350,985.00 (100.00%)
- Management and administration \$0.00 (0.00%)
- Fundraising \$0.00 (0.00%)
- Gifts to other registered charities and qualified donees \$0.00 (0.00%)
- Grants made to non qualified donees (grantees) \$0.00 (0.00%)
- Other \$0.00 (0.00%)

**Total expenses: \$350,985.00**

## Compensation

Total compensation for all positions **\$263,130.00**

Full-time employees	<b>4</b>
Part-time employees	<b>7</b>

Professional and consulting fees **\$3,614.00**

Compensated full-time positions:

\$1 to \$39,999	<b>3</b>
\$40,000 to \$79,999	<b>1</b>

## Additional information

[How to amend the return](#)

[Information for Charity Quick View users](#)

[View the complete T3010 return for the period being displayed](#)

[Directors and trustees worksheet](#)

[Back to search results](#)

[New search](#)

## Related links

[Charities video gallery](#)

[Contact the Charities Directorate](#)

[Share this page](#)

**Screen ID:** CRA-HACC-QVP1

**Version:** 2024-05-24

Revenue		Approved 2025 Budget
<b>District-Wide Programs</b>		
	Grade 2 Tinkering	
	Grade 5 Citizen Science	
	Grade 6 Environmental Protection	
	Grade 7 Healthy Streams (10 classes)	
	<b>SUBTOTAL SD68</b>	<b>\$0.00</b>
<b>Science on the Move - In &amp; After School Programs</b>		
	In-School Activities	\$4,000.00
	Science Shows	\$1,800.00
	Preschool	\$1,500.00
	Sponsored programs (NatureTech/TD)	\$4,940.00
	After-School Programs	\$2,000.00
	<b>SUBTOTAL IN &amp; AFTER SCHOOL PROGRAMS</b>	<b>\$14,240.00</b>
<b>Science on the Move - Community Events</b>		
	Woodgrove/Country Club Centre	\$1,500.00
	Sunset Cinema	\$2,400.00
	Community SOM Programs	\$7,500.00
	<b>SUBTOTAL COMMUNITY EVENTS</b>	<b>\$11,400.00</b>
<b>Camp Revenue</b>		
	March Break	\$9,800.00
	Summer Break	\$140,000.00
	External Summer Camps	\$21,000.00
	Winter Break	\$4,850.00
	Pro-D Camps	\$5,880.00
	Stay and Play	\$3,000.00
	<b>SUBTOTAL CAMPS</b>	<b>\$181,530.00</b>
<b>Workshop &amp; Weekends</b>		
	Preschool	

Revenue		Approved 2025 Budget
	Birthday Parties	\$9,800.00
	After School Clubs	\$5,000.00
	Other Workshops	\$500.00
	Saturday Morning Science	\$1,200.00
	Weekend Workshops	\$1,500.00
	Date Nights	
	<b>SUBTOTAL WORKSHOPS &amp; WEEKENDS</b>	<b>\$18,000.00</b>
<b>Homeschool Programs</b>		
	Spring Term	\$5,500.00
	Fall Term	\$6,000.00
	Winter Term	\$4,750.00
	High School	
	Other homeschool bookings	\$2,500.00
	<b>SUBTOTAL HOMESCHOOL</b>	<b>\$18,750.00</b>
<b>Science in the Park</b>		
	RDN Science in the Park (off-season)	\$2,000.00
	Public donations	\$250.00
	<b>SUBTOTAL Science In the Park</b>	<b>\$2,250.00</b>
<b>Special Events</b>		
	Science Sunday Expo	\$10,000.00
	Other Special Events	\$1,000.00
	Costume Boo-Tique	\$2,000.00
	<b>SUBTOTAL SPECIAL EVENTS</b>	<b>\$11,000.00</b>
<b>Sponsorships</b>		
	Van Insurance	\$1,600.00
	Gas Cards	\$2,000.00
	Mid Island Co-Op	\$6,000.00
	<b>SUBTOTAL SPONSORSHIPS</b>	<b>\$9,600.00</b>
<b>General Grants</b>		
	BC Gaming	\$25,500.00

<b>Revenue</b>		<b>Approved 2025 Budget</b>
	Canada Summer Jobs*	\$20,000.00
	CCCU	\$1,000.00
	Pacific Salmon Foundation	\$3,500.00
	BC Hydro	
	Other Grants	\$5,000.00
	TD Friends of the Environment	
	Local Business Sponsorship	\$10,000.00
	ECO Canada Employee	\$17,000.00
	CPRA Employees	\$8,000.00
	Other Wage Funding	\$5,000.00
	<b>SUBTOTAL GENERAL GRANTS</b>	<b>\$90,000.00</b>
<b>Other Revenue</b>		
	Interest	\$1,600.00
	Corporate Donations	
	Donations - Boo-Tique	
	Donations - General	\$2,000.00
	Membership	\$400.00
	Misc. Revenue (Sales)	
	<b>SUBTOTAL OTHER REVENUE</b>	<b>\$4,000.00</b>
<b>TOTAL REVENUE</b>		<b>\$360,770.00</b>
<b>EXPENSES</b>		
<b>Staffing</b>		
	Executive Director	\$54,600.00
	Senior Outreach Coordinator/Camp Coordinator	\$39,732.00
	Sustainability Co-op Educator	\$16,340.00
	Outreach Coordinator	\$27,993.00
	Outreach Educator (2)	\$5,600.00
	Outreach Educator (3)	\$36,120.00
	Summer camp educator (1)	\$9,030.00
	Summer camp educator (2)	\$9,030.00

<b>Revenue</b>		<b>Approved 2025 Budget</b>
	Summer camp educator (3)	\$8,578.50
	Summer camp educator (4)	
	Summer camp educator (5)	\$8,578.50
	*Summer camp educator (6)	
	*Summer camp educator (7)	
	*Summer camp educator (8)	\$8,578.50
	Science in the Park Coordinator	\$10,535.00
	Nature Guide (1)	\$10,008.25
	Nature Guide (2)	\$10,008.25
	Casual	\$11,438.00
		<b>\$266,170.00</b>
	Vacation Pay -4%	\$10,646.80
	EI expense 2.5%	\$5,988.83
	CPP expense 5%	\$13,308.50
	WCB expense	\$600.00
	Employee Wellness Benefit	\$2,750.00
	<b>SUBTOTAL STAFFING</b>	<b>\$33,294.13</b>
<b>Science on the Move Van</b>		
	Mobile - vehicle costs ( insurance)	\$3,000.00
	Mobile - Vehicle fuel +parking	\$1,500.00
	Mobile - Travel (per diems)	
	Van Maintenance	\$2,000.00
	<b>SUBTOTAL SOM VAN</b>	<b>\$6,500.00</b>
<b>Additional Space Rent</b>		
	Camps - Spring Break	\$0.00
	Camps - Summer Break	\$8,000.00
	Camps - Winter Break	\$0.00
	Camps - Pro-D	\$0.00
	<b>SUBTOTAL RENT</b>	<b>\$8,000.00</b>
<b>Science Studio Expenses</b>		
	Studio - rent	\$31,500.00
	Studio - Exhibits	

<b>Revenue</b>		<b>Approved 2025 Budget</b>
	Studio - custodial	\$1,000.00
	<b>SUBTOTAL STUDIO</b>	<b>\$32,500.00</b>
<b>Program Supplies</b>		
	District-Wide Programs	\$0.00
	Science on the Move - In & After School Programs	\$1,000.00
	Science on the Move - Community Events/Workshops	\$500.00
	SOM - Preschool	\$200.00
	Camps - Spring Break	\$200.00
	Camps - Summer Break	\$2,000.00
	Camps - Winter Break	\$200.00
	Camps - Pro-D	\$250.00
	Weekend Programs	\$500.00
	Homeschool - Spring	\$200.00
	Homeschool - Fall	\$200.00
	Homeschool - Winter	\$200.00
	Science in the Park	\$1,500.00
	Special events	\$2,500.00
	Studio - Club supplies	\$100.00
	Studio - Birthday supplies	\$500.00
	Grant-Funding Purchases	
	<b>SUBTOTAL PROGRAM SUPPLIES</b>	<b>\$10,050.00</b>
<b>Administrative &amp; Other Expenses</b>		
	Accounting/Bookkeeping/Legal	\$2,500.00
	Bookkeeping software	\$408.00
	Payroll Service	\$1,600.00
	Advertising	\$250.00
	Bank fees	\$25.00
	Registration Fees (Amilia)	\$9,000.00
	First Aid (equipment)	\$350.00
	Hydro	\$1,000.00
	PO Box Rental	\$220.00
	Web, internet, telephone	\$2,000.00
	Insurance - liability/Board	\$2,500.00

<b>Revenue</b>		<b>Approved 2025 Budget</b>
	Office supplies & Computer	\$1,000.00
	Office sundries	\$300.00
	Laundry	\$480.00
	Printing - General	\$500.00
	Staff appreciation (meals)	\$1,500.00
	Staff training/ProD (including First Aid training)	\$500.00
	Storage	\$1,020.00
	Uniforms	\$200.00
	Miscellaneous [1]	\$200.00
	Cash Short/Over	
	<b>SUBTOTAL ADMINISTRATIVE &amp; OTHER</b>	<b>\$25,553.00</b>
	<b>TOTAL COSTS</b>	<b>\$382,067.13</b>
	<b>Surplus/Deficit</b>	<b>-\$21,297.13</b>

[1] Includes association memberships

# Nanaimo Science & Sustainability Society

## Income Statement 2024-01-01 to 2024-12-30

### REVENUE

#### School District Revenue

School District 68 - General	14,546.00
<b>Total SD Revenue</b>	<b>14,546.00</b>

#### SOM - In and After School

SOM - In School	4,135.00
SOM - Afterschool Programs	4,389.00
SOM - Preschool	1,400.00
SOM - Sponsored programs	766.00
<b>SOM In &amp; Afterschool Total</b>	<b>10,690.00</b>

#### SOM Community Events

SOM - Woodgrove	3,650.00
SOM - Science Shows	1,200.00
SOM - Sunset Cinema	1,800.00
SOM - General Group Bookings	3,095.00
SOM - Community Groups	1,000.00
<b>SOM Community Total</b>	<b>10,745.00</b>

#### Camp Revenue

March Break Camps	10,220.00
Summer Camps	139,964.00
Winter Break Camps	7,274.00
Pro D Day Camps	4,570.00
Camp Revenue - Other Camps	2,650.00
<b>Camp Revenue Total</b>	<b>164,678.00</b>

#### Studio Workshops & Weekends

Birthday Parties	6,285.00
Studio Afterschool Programs	6,710.00
Saturday Morning Science	4,310.00
<b>Studio Workshops &amp; Weekends Total</b>	<b>17,305.00</b>

#### Homeschool Programs

HS - Spring Term	4,541.00
HS - Fall Term	7,922.00
HS - Winter Term	4,946.00
HS - Highschool	180.00

<b>Homeschool Programs Total</b>	<u>17,589.00</u>
<b>Science in the Park</b>	
SIP - BC Ferries	3,600.00
SIP - Community Groups	1,305.00
SIP - Regional District of Nanaimo	2,750.00
Science in Park Donations - General	94.15
<b>Total Revenue Science in the Park</b>	<u>7,749.15</u>
<b>Special Events</b>	
Sunday Science Expo	11,748.00
Other Special Event	1,000.00
<b>Special Events Total</b>	<u>12,748.00</u>
<b>Sponsorships</b>	
Van Insurance Sponsorship	1,672.88
Mid Island Co-op Sponsorship	2,000.00
<b>Total Sponsorships</b>	<u>3,672.88</u>
<b>General Grants</b>	
Canada Summer Jobs	27,349.00
BC Gaming	25,500.00
TD Friends of the Environment	355.00
CPRA Employees	9,329.15
Local Business Sponsorship	3,375.00
ECO Canada Employee	23,255.00
General Grants-Pacific Salmon Fdn	1,050.00
General Grants-BC Hydro Grant	2,000.00
Get BC Working Grant	3,600.00
Other Wage Funding	115.00
<b>General Grants Total</b>	<u>95,928.15</u>
<b>Other Revenue</b>	
Interest - Savings Accounts	1,199.55
Donations - General	12,749.00
Misc. Revenue	42.49
<b>Other Revenue Total</b>	<u>13,991.04</u>
<b>TOTAL REVENUE</b>	<u>369,642.22</u>

## EXPENSE

### Staffing Salaries

Executive Director	60,465.87
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Outreach Coordinator	<u>27,243.69</u>	
Total Full-time Salary Expense		87,709.56
Outreach Educator (1)		51,580.24
Outreach Educator (2)		16,835.00
Outreach Educator (3)		3,306.00
Outreach Educator (4)		3,690.00
Summer Camp Leader (1)	6,636.70	
Summer Camp Leader (2)	6,877.05	
Summer Camp Leader (3)	6,982.50	
Summer Camp Leader (4)	7,375.80	
Summer Camp Leader (5)	8,334.83	
Summer Camp Leader (6)	7,990.45	
Summer Camp Leader (7)	6,935.57	
Nature Guide (1)	11,135.33	
Nature Guide (2)	7,813.18	
Science in the Park Coordinator	<u>6,035.25</u>	
Summer Staff Salary Expense		76,116.66
Casual		<u>5,153.25</u>
<b>Staffing Salary Expense Total</b>		<u>244,390.71</u>

#### **Staffing - Payroll Expenses**

Vacation Pay - 4%		9,194.24
Employer EI Expense (1.4)		5,539.27
Employer CPP Expense 5.95%		14,067.43
WCB Expense		519.60
Wellness Plan Taxable Benefit		<u>5,004.50</u>
<b>Total Staffing - Payroll Expense</b>		<u>34,325.04</u>

#### **SOM Van**

Insurance - Van		3,831.03
Fuel - Van		1,235.65
Parking - Van		64.05
Maintenance & Equipment		<u>2,159.23</u>
<b>SOM Van Expense Total</b>		<u>7,289.96</u>

#### **Space Rentals**

Space Rental - Summer Camps		12,106.65
Space Rental - Pro D Day Camps		<u>237.13</u>
<b>Total Space Rental Expense</b>		<u>12,343.78</u>

#### **Studio Expenses**

Studio - Rent		33,250.00
Studio - Custodial/Maintenance		<u>916.76</u>
<b>Total Studio Expenses</b>		<u>34,166.76</u>

**Program Supplies**

Supplies - District Programs	66.04
Supplies - SOM In/After School	1,836.48
Supplies - SOM Community	556.96
Supplies - SOM Preschool	256.76
Supplies - Spring Break Camps	37.34
Supplies - Summer Break Camps	2,191.55
Supplies - Winter Break Camps	-45.22
Supplies - Pro D Camps	160.53
Supplies - Workshops	19.65
Supplies - Weekend Programs	38.28
Supplies - Homeschool Spring	312.18
Supplies - Homeschool Fall	343.68
Supplies - Homeschool Highschool	47.34
Supplies - Homeschool Winter	254.56
Supplies - Clubs	32.55
Supplies - Science in the Park	356.78
Supplies - Science Sunday Expo	263.32
Supplies - Exhibits	25.00
Supplies - Special Events	2,129.41
Supplies - Birthday Parties	210.91
Supplies - Studio Program	2,219.17
<b>Total Supplies Expense</b>	<b>11,313.27</b>

**Administrative Costs**

Accounting/Bookkeeping/Legal	1,090.00
Payroll Service	1,810.48
Advertising/Website	135.17
Amazon Prime Subscription	170.78
Bank Fees	13.82
Registration Fees (Amelia)	9,725.44
Equipment	33.25
Hydro	745.36
PO Box Rental/Postage	189.49
Web/Internet/Phone	2,985.21
Insurance - Liability & Board	2,665.63
Travel - general	3.00
Office Supplies	804.97
Computer Supplies	928.50
Office sundries	650.34
Printing - General	308.58
Association Memberships	312.82
Staff Training	90.00

First Aid	480.57
Uniforms	532.82
Staff Appreciation	2,776.22
Storage	1,097.34
Miscellaneous Expense	6.69
Cash Short / Over	0.01
<b>Total Administrative Expenses</b>	<u>27,556.49</u>
 <b>TOTAL EXPENSE</b>	 <u>371,386.01</u>
 <b>NET INCOME</b>	 <u><u>-1,743.79</u></u>

**Generated On: 2025-04-18**



## OTHER GRANT APPLICATION

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

## APPLICANT INFORMATION

Name(s): Selina Ma	Position: Co-President
Mailing Address: [REDACTED]	City: Nanaimo
Postal Code: [REDACTED]	
Email: [REDACTED]	Phone: [REDACTED]

## PROPERTY INFORMATION

Civic Address: N/A	Folio:
Legal Description:	
Registered Owner (if different from applicant):	

## ORGANIZATION INFORMATION

Organization Name: The Chords of Care	
Representative Name: Selina	Email: [REDACTED]
Is the Organization a registered Society?	<input checked="" type="checkbox"/> Yes - Registration No.: 1696151-7 <input type="checkbox"/> No
Is the Organization a Registered Charity?	<input type="checkbox"/> Yes - Registration No.: <input type="checkbox"/> No
Number of full-time staff: 0	Number of part-time staff: 0
Number of community volunteers: 50	Number of volunteer hours/Year: 200
Please provide a brief description of the organization's mandate:	
Our organization's mandate is to bring joy, connection, and compassion to this community through live musical performances by youth volunteers and other music related projects. We aim to create meaningful intergenerational bonds and promote community well-being through the power of music.	
How is the organization funded?	
The organization was founded based on a student-led initiative at the beginning of 2025. It began with a small group of passionate youth who wanted to make a difference in the community through music.	
What other organizations provide similar programs and services?	
There are other musical groups that play at senior homes and do music-related activity. However, we offer these performances for completely free.	

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
Annual	\$ 232.21	Website maintaining for thechordsofcare.org
Annual	\$ 200	Non-Profit Incorporation under Incorporation Canada
	\$	Website maintaining for thechordsofcare.org

Detail current and/or planned revenue-generating activities by the organization.

At the moment, the organization does not generate revenue and operates on a volunteer basis. The Co-Presidents are currently paying for the website and incorporating fees.

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☐ Yes (please complete the table below) ☒ No

Year	Amount	Purpose for Which Assistance Was Used
	\$	
	\$	
	\$	

## GRANT REQUEST

Amount of grant requested: \$ 500

☐ Capital grant ☒ Community event funding ☒ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

The proposed funding will be used to cover costs associated with organizing and executing musical performances for seniors, including transportation, equipment, volunteer supplies, and promotional materials. Additionally, funding will help recover previous expenses, such as website development and materials. A portion of the funds will also be allocated to new initiatives, including the creation and installation of painted outdoor pianos to promote community engagement and accessibility to music.

How will the use of this funding benefit a large portion of the community?

We have already performed five times across Nanaimo, and our efforts have been recognized in the news. Through our performances, we've connected with many local musicians, fostering a sense of collaboration and community. We plan to host a performance every month. With this funding, we will be able to expand our reach, involving even more musicians and reaching additional senior homes and local events. The funding will allow us to create more opportunities for youth musicians to share their talents, and with initiatives like the painted outdoor pianos, we aim to make music more accessible and visible in public spaces. Overall, the funding will help us grow, increasing our impact and bringing joy to a wider portion of the community.

What would be the consequences to not being awarded this funding?

If we are not awarded this funding, we will face challenges in expanding our reach and sustaining the growth of our initiatives. Without financial support, we may not be able to cover the costs of transportation, equipment, or materials needed for our performances, which could limit our ability to continue engaging with new communities and involving more youth musicians. Additionally, our plans for new projects, such as the painted outdoor pianos or teaching younger kids music would be put on hold, preventing us from making music more accessible and visible in public spaces. Ultimately, the absence of funding would limit our capacity to further impact the local community and continue providing valuable experiences for both musicians and seniors. We are a group of youths that do not have a lot of funding, but we really hope to use music to make an impact.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
Rotary Nanaimo	\$200	Pending
	\$	
	\$	

## SUPPORTING DOCUMENTATION

☐ Certificate of Good Standing from BC Registry Services

☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)

☒ Financial Statement for most recent fiscal year

☒ Current year budget

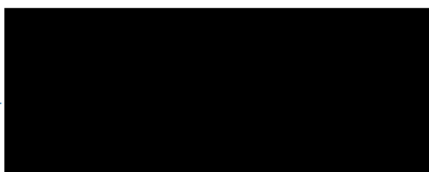
☒ Invoice/quote for capital purchase

## SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

Signature



2025.05.05

Date

## NOTES

First Intake - May 15<sup>th</sup>

Second Intake - September 15<sup>th</sup> (if funding available)

### Submit to:

Email: [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP



2025-05-05

Corporations Canada  
C. D. Howe Building  
235 Queen St  
Ottawa ON K1A 0H5

Corporations Canada  
Édifice C.D.Howe  
235 rue Queen  
Ottawa ON K1A 0H5

## Corporation Information Sheet

*Canada Not-for-profit Corporations Act*

## Fiche de renseignements concernant l'organisation

*Loi canadienne sur les organisations à but non lucratif*

16961517 Canada Association

Corporation number	1696151-7	Numéro d'organisation
Corporation key Required for changes online	59085426	Clé de société Requise pour mettre les renseignements à jour en ligne
Anniversary date Required to file annual return	05-02 (mm-dd/mm-jj)	Date anniversaire Requise pour le dépôt du rapport annuel
Annual return filing period Starting in 2026	05-02 to/au 07-01 (mm-dd/mm-jj)	Période pour déposer le rapport annuel Débutant en 2026

### Corporation number

Corporations Canada assigns corporation numbers to identify individual corporations. You need your corporation number to carry out transactions on the Online Filing Centre. Also use it in all correspondence with us.

### Numéro d'organisation

Corporations Canada assigne des numéros d'organisation pour identifier chaque organisation. Vous avez besoin de votre numéro d'organisation pour effectuer des transactions par l'entremise de Centre de dépôt en ligne. Utilisez-le aussi dans toute correspondance avec nous.

### Corporation key

Your corporation key is, in fact, a password. It allows you to carry out online transactions that do not require a fee. Do not share your corporation key with any unauthorized person.

### Clé de société

Votre clé de société est en fait un mot de passe. Elle vous permet d'effectuer des transactions en ligne qui n'exigent aucuns frais. Ne partagez pas votre clé avec une personne non autorisée.

### Annual return filing period

Every year, you must file an annual return with Corporations Canada between 05-02(mm-dd) and 07-01(mm-dd).

The annual return is not your income tax return; it is a corporate law requirement.

### Période de dépôt du rapport annuel

Chaque année, vous devez déposer un rapport annuel auprès de Corporations Canada entre le 05-02(mm-jj) et le 07-01(mm-jj).

Le rapport annuel n'est pas votre déclaration d'impôt; il s'agit d'une exigence de la loi corporative.

## The Chords of Care

[thechordsofcare.org](http://thechordsofcare.org)

REVENUE	CURRENT YEAR BUDGET	YEAR TO DATE ACTUALS	PREVIOUS YEAR BUDGET	PREVIOUS YEAR ACTUALS
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>TOTAL YEARLY REVENUE</b>	\$ -	\$ -	\$ -	\$ -

EXPENSES	CURRENT YEAR BUDGET	YEAR TO DATE ACTUALS	PREVIOUS YEAR BUDGET	PREVIOUS YEAR ACTUALS
Project Expense	\$ 400.00	\$ -	\$ -	\$ -
Website	\$ 232.21	\$ 232.21	\$ -	\$ -
Incorporation Fees	\$ 200.00	\$ 200.00	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
<b>TOTAL YEARLY EXPENSES</b>	\$ 832.21	\$ 432.21	\$ -	\$ -

	CURRENT YEAR BUDGET	CURRENT YEAR ACTUAL
<b>TOTAL YEARLY REVENUE</b>	\$ -	\$ -
<b>TOTAL YEARLY EXPENSES</b>	\$ 832.21	\$ 432.21
<b>TOTAL YEARLY OPERATING OVERAGE/SURPLUS</b>	\$ (832.21)	\$ (432.21)

**For the period: January 1 – June 30, 2025**

<b>Category</b>	<b>Amount (CAD)</b>
<b>Revenue</b>	
Donations	\$0.00
Fundraising	\$0.00
Sponsorships/Grants	\$0.00
<b>Total Revenue</b>	<b>\$0.00</b>
<b>Expenses</b>	
Website & Incorporation	\$432.21
<b>Total Expenses</b>	<b>\$432.21</b>
<b>Net Income (Loss)</b>	<b>-\$432.21</b>

---

### **Chords of Care - Summer Event Budget (Projected)**

**July–August 2025**

<b>Planned Expense</b>	<b>Estimated Cost (CAD)</b>
Event supplies	TBD
Venue booking	TBD
Guest speakers / honoraria	TBD
Food / snacks	TBD
Printing / flyers	TBD
Other	TBD
<b>Total Projected Cost</b>	<b>TBD</b>



Wix.com LTD  
Yunitsman 5 Tel Aviv  
Israel  
GST ID : 799514302RT0001

Issued to:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Invoice #1173532581 | Apr 17, 2025 | Paid

Description	Site	Billing Period	Quantity	Amount
Premium plan Light	My Site 3	Yearly Apr 17, 2025 - Apr 17, 2026	1	CA\$ [REDACTED]

Payment Method: [REDACTED]

Subtotal CA\$ [REDACTED]  
HST (13%) CA\$ [REDACTED]

Total CA\$ [REDACTED]

Feel free to contact us:

 [wix.com/support](https://wix.com/support)

 1-415-639-9034

 [wix.com/contact](https://wix.com/contact)



Wix.com LTD  
Yunitsman 5 Tel Aviv  
Israel  
GST ID : 799514302RT0001

Issued to:

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Invoice #1173532789 | Apr 17, 2025 | Paid

Description	Site	Billing Period	Quantity	Amount
Domain thechordsofcare.org	My Site 3	Yearly Apr 17, 2025 - Apr 17, 2026	1	CA\$ [REDACTED]

Payment Method: [REDACTED]

Coupon discount -CA\$ [REDACTED]  
Subtotal with discounts CA\$ [REDACTED]  
HST (13%) CA\$ [REDACTED]

Total CA\$ [REDACTED]

\* Any deductions listed above apply to the current invoice only.

Feel free to contact us:

 [wix.com/support](https://wix.com/support)

 1-415-639-9034

 [wix.com/contact](https://wix.com/contact)



## Certificate of Incorporation

*Canada Not-for-profit Corporations Act*

## Certificat de constitution

*Loi canadienne sur les organisations à but non  
lucratif*

16961517 Canada Association

Corporate name / Dénomination de l'organisation

1696151-7

Corporation number / Numéro de  
l'organisation

I HEREBY CERTIFY that the above-named corporation, the articles of incorporation of which are attached, is incorporated under the *Canada Not-for-profit Corporations Act*.

JE CERTIFIE que l'organisation susmentionnée, dont les statuts constitutifs sont joints, est constituée en vertu de la *Loi canadienne sur les organisations à but non lucratif*.

Hantz Prosper

Director / Directeur

2025-05-02

Date of Incorporation (YYYY-MM-DD)  
Date de constitution (AAAA-MM-JJ)



**Form 4001**  
**Articles of Incorporation**  
*Canada Not-for-profit Corporations*  
*Act (NFP Act)*

**Formulaire 4001**  
**Statuts constitutifs**  
*Loi canadienne sur les*  
*organisations à but non lucratif*  
*(Loi BNL)*

1	Corporate name Dénomination de l'organisation <b>16961517 Canada Association</b>
2	The province or territory in Canada where the registered office is situated La province ou le territoire au Canada où est maintenu le siège <b>BC</b>
3	Minimum and maximum number of directors Nombres minimal et maximal d'administrateurs <b>Min. 1      Max. 2</b>
4	Statement of the purpose of the corporation Déclaration d'intention de l'organisation <b>See attached schedule / Voir l'annexe ci-jointe</b>
5	Restrictions on the activities that the corporation may carry on, if any Limites imposées aux activités de l'organisation, le cas échéant <b>None</b>
6	The classes, or regional or other groups, of members that the corporation is authorized to establish Les catégories, groupes régionaux ou autres groupes de membres que l'organisation est autorisée à établir <b>See attached schedule / Voir l'annexe ci-jointe</b>
7	Statement regarding the distribution of property remaining on liquidation Déclaration relative à la répartition du reliquat des biens lors de la liquidation <b>See attached schedule / Voir l'annexe ci-jointe</b>
8	Additional provisions, if any Dispositions supplémentaires, le cas échéant <b>See attached schedule / Voir l'annexe ci-jointe</b>
9	<b>Declaration:</b> I hereby certify that I am an incorporator of the corporation. <b>Déclaration :</b> J'atteste que je suis un fondateur de l'organisation.

Name(s) - Nom(s)

Original Signed by - Original signé par

**Yuhua Ma**

**Yuhua Ma**  
**Yuhua Ma**

A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).

La personne qui fait une déclaration fausse ou trompeuse, ou qui aide une personne à faire une telle déclaration, commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 5 000 \$ et un emprisonnement maximal de six mois ou l'une de ces peines (paragraphe 262(2) de la Loi BNL).

You are providing information required by the NFP Act. Note that both the NFP Act and the *Privacy Act* allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

Vous fournissez des renseignements exigés par la Loi BNL. Il est à noter que la Loi BNL et la *Loi sur les renseignements personnels* permettent que de tels renseignements soient divulgués au public. Ils seront stockés dans la banque de renseignements personnels numéro IC/PPU-049.

## **Schedule / Annexe**

### **Purpose Of Corporation / Déclaration d'intention de l'organisation**

Chords of Care is a nonprofit organization dedicated to spreading compassion, joy, and human connection through music. Our mission is to bring youth musicians together to perform in senior homes and start other music-related projects.

**Schedule / Annexe**  
**Classes of Members / Catégories de membres**

The Corporation is authorized to establish one class of members. Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Corporation.

## **Schedule / Annexe**

### **Distribution of Property on Liquidation / Répartition du reliquat des biens lors de la liquidation**

Any property remaining on liquidation of the Corporation, after discharge of liabilities, shall be distributed to one or more qualified donees within the meaning of subsection 248(1) of the Income Tax Act.

**Schedule / Annexe**  
**Additional Provisions / Dispositions supplémentaires**

The directors may appoint one or more directors, who shall hold office for a term expiring not later than the close of the next annual general meeting of members, but the total number of directors so appointed may not exceed one-third of the number of directors elected at the previous annual general meeting of members.

If authorized by a by-law which is duly adopted by the directors and confirmed by ordinary resolution of the members, the directors of the corporation may from time to time:

- i. borrow money on the credit of the corporation;
- ii. issue, reissue, sell, pledge or hypothecate debt obligations of the corporation; and
- iii. mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the corporation, owned or subsequently acquired, to secure any debt obligation of the corporation.



## Form 4002

### Initial Registered Office Address and First Board of Directors

*Canada Not-for-profit Corporations Act  
(NFP Act)*

## Formulaire 4002

### Adresse initiale du siège et premier conseil d'administration

*Loi canadienne sur les organisations à  
but non lucratif (Loi BNL)*

1 Corporate name  
Dénomination de l'organisation

16961517 Canada Association

2 Complete address of the registered office  
Adresse complète du siège

[REDACTED]

3 Additional address  
Autre adresse

4 Directors of the corporation  
Administrateurs de l'organisation

[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]

5 Declaration: I hereby certify that I am an incorporator of the new corporation or that I am a director or an authorized officer of the corporation continuing into or amalgamating under the NFP Act.  
Déclaration : J'atteste que je suis un fondateur de la nouvelle organisation ou que je suis un administrateur ou un dirigeant autorisé de l'organisation se prorogeant ou se fusionnant en vertu de la Loi BNL.

Original signed by / Original signé par  
YUHUA MA

YUHUA MA

A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).

La personne qui fait une déclaration fautive ou trompeuse, ou qui aide une personne à faire une telle déclaration, commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 5 000 \$ et un emprisonnement maximal de six mois ou l'une de ces peines (paragraphe 262(2) de la Loi BNL).

You are providing information required by the NFP Act. Note that both the NFP Act and the *Privacy Act* allow this information to be disclosed to the public. It will be stored in personal information bank number IC/PPU-049.

Vous fournissez des renseignements exigés par la Loi BNL. Il est à noter que la Loi BNL et la *Loi sur les renseignements personnels* permettent que de tels renseignements soient divulgués au public. Ils seront stockés dans la banque de renseignements personnels numéro IC/PPU-049.



## OTHER GRANT APPLICATION

Revenue Services | pte@nanaimo.ca

Other Grants are available to recognize the significant value that volunteers, volunteer groups and Non-Profit Organizations contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

## APPLICANT INFORMATION

Name(s): The Nanaimo Men's Resource Centre	Position: Administrator
Mailing Address: 418D Fitzwilliam st	City: Nanaimo
	Postal Code: V9R3A7
Email: marilyn.watson@themenscentre.ca	Phone: 2507161551

## PROPERTY INFORMATION

Civic Address: 418D Fitzwilliam st	Folio:
Legal Description: lot 6, blk 32, sec 1, plan 584, ld 32 PID 007-799-292	
Registered Owner (if different from applicant): The Kristo Zorkin group	

## ORGANIZATION INFORMATION

Organization Name: The Men's Centre		
Representative Name: Marilyn Watson	Email: marilyn.watson@themenscentre.ca	
Is the Organization a registered Society?	<input checked="" type="checkbox"/> Yes - Registration No.: 500 43685	<input type="checkbox"/> No
Is the Organization a Registered Charity?	<input checked="" type="checkbox"/> Yes - Registration No.: BN 876952110	<input type="checkbox"/> No
Number of full-time staff:	Number of part-time staff: 6	
Number of community volunteers: 3	Number of volunteer hours/Year: <del>300</del> 416	
Please provide a brief description of the organization's mandate:		
Help men overcome IPV, relationship issues and childhood trauma with counseling and groups.		
How is the organization funded?		
BC Gaming Grant		
What other organizations provide similar programs and services?		
Victoria Men's Health Centre. (we are the only local Men's Help Centre)		

## OTHER GRANT APPLICATION

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Is there a fee to any of the activities/services provided by the organization? ☒ Yes ☐ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
Sliding scale based on	\$ 0	
income level. \$0 to \$60	\$ 60	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

Some clients of our counseling pay market rates to subsidize other clients.

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☒ Yes (please complete the table below) ☐ No

Year	Amount	Purpose for Which Assistance Was Used
2023	\$ 3600	Permissive Tax Exemption
2022	\$ 3500	Father's day in the park events grant
	\$	Permissive Tax Exemption

### GRANT REQUEST

Amount of grant requested: \$ 10,000

☐ Capital grant ☐ Community event funding ☒ Educational funding ☐ Emergency funding

☐ In-kind funding for facility rental

Facility address:

Rental dates & times:

☒ Other: Marketing

Proposed use of funding:

Provide information within the community regarding the many services available at the Men's Centre.

How will the use of this funding benefit a large portion of the community?

Encourage men to make use of our services which will benefit them and their community.

## OTHER GRANT APPLICATION

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

What would be the consequences to not being awarded this funding?

A key part of social services is outreach to potential clients so they can learn of our services.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
	\$	
	\$	
	\$	

### SUPPORTING DOCUMENTATION

- ☒ Certificate of Good Standing from BC Registry Services
- ☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)
- ☒ Financial Statement for most recent fiscal year
- ☒ Current year budget
- ☐ Invoice/quote for capital purchase

### SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

  
Signature

Oct 17, 2024

Date

### NOTES

First Intake - May 15<sup>th</sup>

Second Intake - September 15<sup>th</sup> (if funding available)

#### Submit to:

Email: [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP



## City of Nanaimo, Grant Review Committee

### Dear Grant Review Committee,

On behalf of The Men's Centre, I am pleased to submit this application for funding support for a comprehensive marketing plan development initiative. This represents a new and strategic direction for our organization as we seek to expand our reach and better serve the men in our Nanaimo community.

## Project Overview

The Men's Centre is launching its first comprehensive marketing initiative to develop a professional marketing strategy and implementation plan. This new initiative will enable us to:

- **Increase Community Awareness:** Develop targeted marketing materials and strategies to reach men who could benefit from our services but may not currently know about our programs
- **Enhance Program Visibility:** Create professional marketing collateral that effectively communicates our mission, services, and impact to the broader community
- **Strengthen Community Partnerships:** Establish a marketing framework that will help us better collaborate with other community organizations and service providers
- **Improve Service Accessibility:** Develop marketing approaches that reduce barriers and stigma, making our services more accessible to men who need support

## Project Description

With the assistance of a professional online and offline Marketing Consultant, this comprehensive marketing plan development will be implemented through a three-phase approach:

**Phase 1 - Strategic Planning:** Development of a customized marketing strategy including target audience analysis, goal identification, and creation of a 12-month marketing calendar with budget recommendations.

**Phase 2 - Brand Development:** Creation of professional marketing tools including updated branding materials, website enhancements, print collateral, and digital marketing assets.

**Phase 3 - Implementation Framework:** Establishment of ongoing marketing tactics including social media strategy, content development, and community outreach protocols.

## Community Impact

This marketing initiative will directly benefit a large portion of Nanaimo's community by:

- Reaching Underserved Populations: Many men in our community face challenges accessing mental health and support services due to stigma and lack of awareness
- Supporting Families: When men receive appropriate support, it positively impacts their families and relationships
- Reducing Community Health Costs: Early intervention and support can prevent more serious mental health crises
- Building Community Resilience: Stronger support networks for men contribute to overall community well-being

## Innovation and Need

This represents The Men's Centre's first dedicated marketing initiative, marking a significant step forward in our organizational development. Without professional marketing support, we risk continuing to operate with limited community awareness, potentially missing opportunities to serve men who could benefit from our programs.

The consequences of not receiving this funding would mean continuing with our current informal marketing approaches, limiting our ability to:

- Reach men who are unaware of our services
- Professionally present our programs to potential funders and partners
- Effectively communicate our impact to the community
- Develop sustainable outreach strategies

## Request Summary

We respectfully request \$10,000 in funding to support this new marketing initiative. This investment will help The Men's Centre build the professional marketing foundation necessary to better serve Nanaimo's male population and contribute more effectively to our community's overall well-being. We are committed to acknowledging the City of Nanaimo's support publicly and will provide regular updates on the project's progress and outcomes.

Thank you for considering our application. We look forward to discussing how this initiative will benefit our community.

**Warm regards**

*Linda Stephenson*

**Linda Stephenson**  
**Executive Director**  
**The Men's Centre**  
[linda@themenscentre.ca](mailto:linda@themenscentre.ca)

Item	Amount
<b>MARKETING ACTIVITIES</b>	
Marketing Plan Development	2750
Social Media Strategy	1200
Social Media Implementation (3 months)	1800
Email Marketing (Setup + 1 Newsletter)	850
Consulting & Support (6 hours)	900
Subtotal	7500
ADMINISTRATION & OVERSIGHT (25%)	2500
<b>TOTAL REQUEST</b>	10000



## 2024 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **NANAIMO MEN'S RESOURCE CENTRE**

Incorporation Number: S0043685

Business Number: 87695 2110 BC0001

Filed Date and Time: May 16, 2024 01:24 PM Pacific Time

Annual General Meeting (AGM) Date: April 23, 2024

### REGISTERED OFFICE ADDRESS INFORMATION

**Delivery Address:**

418D FITZWILLIAM STREET  
NANAIMO BC V9R 3A1

**Mailing Address:**

418D FITZWILLIAM STREET  
NANAIMO BC V9R 3A1

### DIRECTOR INFORMATION AS OF April 23, 2024

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

Last Name, First Name Middle Name:

[REDACTED]

Delivery Address:

[REDACTED]

**Last Name, First Name Middle Name:**

[REDACTED]

**Delivery Address:**

[REDACTED]  
[REDACTED]

**Last Name, First Name Middle Name:**

[REDACTED]

**Delivery Address:**

[REDACTED]  
[REDACTED]

### **CERTIFICATION**

I, [REDACTED], certify that I have relevant knowledge of the society, and that I am authorized to make this filing.



**NANAIMO MEN'S RESOURCE CENTRE  
FINANCIAL INFORMATION  
OCTOBER 31, 2023**

**NANAIMO MEN'S RESOURCE CENTRE  
FINANCIAL INFORMATION  
OCTOBER 31, 2023**

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## **COMPILATION ENGAGEMENT REPORT**

To the management of  
Nanaimo Men's Resource Centre

On the basis of information provided by management, we have compiled the statement of financial position of Nanaimo Men's Resource Centre as at October 31, 2023, the statements of operations and changes in net assets for the year then ended, and note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Nanaimo, BC  
February 21, 2024

Chartered Professional Accountants

**NANAIMO MEN'S RESOURCE CENTRE**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>REVENUES</b>	<b>\$ 303,638</b>	<b>\$ 216,868</b>
<b>EXPENDITURES</b>		
Donations	140,116	87,725
Wages and benefits	98,087	126,602
Rent	21,734	22,063
Consulting fees	17,247	24,302
Computer and technology expense	11,594	14,172
Professional fees	5,643	6,646
Telephone and utilities	4,022	5,768
Insurance	3,033	2,326
Office	2,464	2,957
Repairs and maintenance	1,625	310
Advertising and promotion	1,459	402
Amortization	776	1,416
Interest and bank charges	540	337
Staff training	173	134
Volunteer appreciation	130	25
Program supplies	14	5,998
Business licenses, dues and memberships	-	240
Vehicle	-	204
Travel	-	72
	<u>308,657</u>	<u>301,699</u>
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<b>\$ (5,019)</b>	<b>\$ (84,831)</b>

The accompanying notes are an integral part of this financial information

**NANAIMO MEN'S RESOURCE CENTRE**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>BALANCE, beginning of year</b>	\$ 47,828	\$ 132,659
<b>DEFICIENCY OF REVENUES OVER EXPENDITURES</b>	<u>(5,019)</u>	<u>(84,831)</u>
<b>BALANCE, end of year</b>	<u>\$ 42,809</u>	<u>\$ 47,828</u>

The accompanying notes are an integral part of this financial information

**NANAIMO MEN'S RESOURCE CENTRE**  
**STATEMENT OF FINANCIAL POSITION**  
**OCTOBER 31, 2023**

	<b>2023</b>	<b>2022</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 46,913	\$ 50,713
Prepaid expenses and deposits	1,396	1,396
GST receivable	610	3,996
	<hr/>	<hr/>
	48,919	56,105
 PROPERTY, PLANT AND EQUIPMENT (Note 2)	 991	 1,767
	<hr/>	<hr/>
	<b>\$ 49,910</b>	<b>\$ 57,872</b>
	<hr/>	<hr/>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 5,630	\$ 8,121
Deposits	175	-
Government remittances	1,296	1,923
	<hr/>	<hr/>
	7,101	10,044
 <b>NET ASSETS</b>	 42,809	 47,828
	<hr/>	<hr/>
	<b>\$ 49,910</b>	<b>\$ 57,872</b>
	<hr/>	<hr/>

The accompanying notes are an integral part of this financial information

**NANAIMO MEN'S RESOURCE CENTRE**  
**SCHEDULE OF REVENUES**  
**FOR THE YEAR ENDED OCTOBER 31, 2023**

	<b>2023</b>	<b>2022</b>
BC gaming and raffle income	\$ 110,001	\$ 110,001
Donations in kind - goods and services	65,000	66,200
Small non-government grants	56,000	9,000
Donations in kind - volunteer labour	27,120	21,580
Donations	16,701	7,981
Rental income	9,780	852
Federation of Community Social Services	8,100	-
Miscellaneous revenue	7,436	707
City of Nanaimo	3,500	500
Government subsidies and grants	-	47
	<hr/>	<hr/>
	<b>\$ 303,638</b>	<b>\$ 216,868</b>

**NANAIMO MEN'S RESOURCE CENTRE  
NOTES TO THE FINANCIAL INFORMATION  
FOR THE YEAR ENDED OCTOBER 31, 2023**

**GENERAL INFORMATION**

Nanaimo Men's Resource Centre is a not-for-profit organization incorporated under the Societies Act of British Columbia on September 18, 2001. The Society was formed to provide support and education programs to men and their families.

The Society is exempt from income tax as a not for profit organization.

Readers are cautioned that compiled financial information is different from a complete set of financial statements. Compiled financial information comprises schedules of financial information and does not require that any notes to the financial statements nor a statement of cash flows be presented. The compiled financial information is prepared under the basis of accounting described below and is not prepared under any accounting framework. The notes contained herein are for clarification purposes only and no inference should be drawn as to adequacy or completeness.

**1. BASIS OF ACCOUNTING**

The basis of accounting applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the addition of:

- ♦ property, plant and equipment amortized over their useful life
- ♦ accounts payable and accrued liabilities

**2. PROPERTY, PLANT AND EQUIPMENT**

	<b>Cost</b>	<b>Accumulated amortization</b>	<b>2023 Net book value</b>	<b>2022 Net book value</b>
Office equipment	\$ 23,595	\$ 22,748	\$ 847	\$ 960
Computer equipment	15,662	15,518	144	807
	<u>\$ 39,257</u>	<u>\$ 38,266</u>	<u>\$ 991</u>	<u>\$ 1,767</u>

Amortization for the year amounted to \$776 (2022 - \$1,416).

Budget Increase		1																							
UNALLOCATED		Total			Boots to Suits			Community Education			Community Outreach			Family Crisis Support			Resource and Referral			Workshops and Dropin Groups					
Account		Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025	Actuals 2023	Budget 2024	Budget 2025			
REVENUES																									
FUNDING		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Cash Contributions																									
4102-BC.CG - Charitable Gaming Grant	0	110,000	122,043	110,000	3,014	3,000	3,000	18,997	19,000	19,000	9,999	10,000	10,000	8,998	9,000	9,000	49,995	56,143	50,000	18,997	24,900	19,000			
4103-NA.SB - City of Nanaimo Hub City Soap	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4037 - Grant Revenue	0	0	12,000	12,000	0	0	0	0	0	0	0	0	0	0	0	0	0	12,000	12,000	0	0	0			
4105 - Membership	10	10	45	45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4101.CA.PR - Payroll & Source Deductions S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4101 Payroll & Source Deductions Carried Fo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4131 Social Services BC	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4130 - Workshop Donations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4100 - Donations	(8,313)	26,421	14,869	15,620	450	450	450	300	300	6,300	10,000	10,000	960	1,600	1,600	1,600	19,865	4,800	10,943	2,519	2,519	6,310			
4201 - Counselling Sliding Scale Fees	(1,374)	7,426	4,400	10,943	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4202 - Dealing with the Dragon Sliding Scale	0	6,380	4,400	4,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,380	4,000	4,000			
Total Cash Contributions	(9,677)	150,237	157,757	152,608	3,464	3,450	3,450	19,297	19,300	25,300	19,999	20,000	10,960	10,598	10,600	10,600	74,660	72,943	72,943	31,896	31,419	29,310			
Other Income																									
4440 - Interest Revenue	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4310 - Meeting Room Rentals	0	9,780	0	5,277	1,630			1,630		3,730	1,630		0	1,630		0	1,630		1,547	1,630					
4320 - Office Rentals	0	0	17,760	11,910		1,812	1,550		500			4,000	4,520		1,000	3,340		6,166	2,500		4,282				
Total Other Income	0	9,781	17,760	17,187	1,630	1,812	1,550	1,630	500	3,730	1,630	4,000	4,520	1,630	1,000	3,340	1,630	6,166	4,047	1,630	4,282	0			
In Kind Contributions																									
4466 - Donations in Kind	0	68,000	68,000	68,000	17,000	17,000	17,000	0	0	0	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	0	0	0		
4467 - Donations in Kind - Volunteer Labor	0	41,400	41,400	41,400	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900		
4468 - Board Hours	0	9,120	9,120	9,120	1,519	1,519	1,519	1,519	1,519	1,519	1,519	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520		
Total In Kind Contributions	0	109,400	109,400	109,400	23,900	23,900	23,900	6,900	6,900	6,900	23,900	23,900	23,900	23,900	23,900	23,900	23,900	23,900	23,900	23,900	6,900	6,900	6,900		
Total REVENUES	(9,677)	269,418	284,917	279,195	28,994	29,162	28,900	27,827	26,700	35,930	45,529	47,900	39,380	36,128	35,500	37,840	100,190	103,009	100,890	40,426	42,601	36,210			
EXPENSES																									
Cash Expenses																									
5610 - Accounting & Legal	(0)	6,001	7,400	6,200	164	470	170	1,036	670	1,070	546	1,320	570	491	670	510	2,728	3,280	2,810	1,036	990	1,070			
5615 - Advertising & Promotions	0	1,459	490	1,530	40	30	50	252	240	260	133	80	140	119	0	130	663	140	690	252	0	260			
5678 - Capital Acquisition	0										0							6,143	0	5,900					
5775 - Computer software (5775)	0	2,649	0	2,760	73		80	457		480	241		250	217		230	1,204		1,240	457		480			
5783 - Computer System Maintenance	(0)	8,655	0	8,940	237	250	1,495	1,495	240	1,540	787		1,620	708		730	3,934		4,060	1,495		1,540			
5405 - Consulting Fees	(0)	18,021	12,375	18,580	494	142	510	3,112	4,502	3,210	1,638	1,932	1,690	1,474	409	1,520	8,191	3,831	8,440	3,112	1,559	3,210			
5430 - CPP Expense	0	3,882	2,719	4,030	106	90	110	670	236	700	353	297	370	318	245	330	1,764	1,416	1,820	670	435	700			
5420 - EI Expense	0	3,941	1,245	4,090	372	43	390	417	111	430	358	145	370	322	117	340	1,791	682	1,850	681	147	710			
5791 - BC Hydro	(0)	2,169	0	2,270	59	70	375			390	197		210	177		190	986		1,020	375		390			
5761 - Hub City Soap Box Derby	0	0	0	#VALUE!	0	0	0	0		#VALUE!	0	0	0	0	0	0	0	0	0	0	0	0			
5685 - Insurance	0	0	2,430	#VALUE!	0	160		0	210		0	530		0	210		0	790		0	530				
5690 - Interest & Bank Charges	0	527	0	570	14		20	91		100	48		50	43		50	240		250	91		100			
5781 - Internet	0	0	1,450	#VALUE!	0	60		0	210		0	250		0	110		0	630		0	190				
5786 - Janitorial	(0)	775	400	830	21	70	30	134	60	140	70	80	80	63	0	70	352	130	370	134	60	140			
5613 - Licenses, Fees & Dues	0	0	340	#VALUE!	0	0		0	50	0	60		0	130		0	0	0	0	0	50				
5705 - Office Expense	0	0	2,900	#VALUE!	0	280		0	140		0	280		0	280		0	1,370		0	550				
5700 - Office Supplies	(0)	289	360	330	8	40	10	50	30	60	26	40	30	24	40	30	131	140	140	50	70	60			
5760 - Rent	0	21,734	22,280	22,420	596	830	620	3,753	3,300	3,870	1,976	3,710	2,040	1,778	1,650	1,840	9,878	9,900	10,180	3,753	2,890	3,870			
5767 - Security	0	0	280	#VALUE!	0	70		0	0		80	0	80	0	0		0	130		0	0				
5780 - Telephone	0	1,854	1,990	1,930	51	80	60	320	300	330	168	330	180	152	150	160	842	870	870	320	260	330			
5785 - Travel	0	0	140	#VALUE!	0	20		0	20		0	30		0	30		0	40		0	0				
5790 - Utilities	0	0	2,840	#VALUE!	0	110		0	420		0	480		0	210		0	1,250		0	370				
5786 - Vehicle & Mileage Expense	0	0	0	#VALUE!	0		0	0		0	0		0	0		0	0	0	0	0	0				
5614 - Volunteer Appreciation	(0)	130	60	180	4	30	10	22	0	30	12	0	20	11	0	20	59	30	70	22	0	30			
5410 - Wages & Salaries	0	90,682	103,030	93,450	2,485	2,691	2,560	15,661	9,262	16,140	8,243	14,269	8,500	7,418	7,398	7,650	41,215	47,869	42,460	15,661	21,541	16,140			
5440 - WCB Expense	0	1,397	699	684	38	40	27	241	250	38	127	140	87	140	114	50	120	635	339	660	241	158			
5784 - Website Hosting	0	90	0	120	2	10	16		20	8	20	8	10	7	10	41		50		16		20			
5763 - Workshop & Meeting Expense	0	14	0	60		10	2		10	10	1		10	1		10	6		10	2		10			
Total Cash Expenses	(0)	164,268	163,428	#VALUE!	4,765	5,263	5,000	28,106	19,799	29,030	14,932	24,000	15,480	13,437	11,599	13,940	74,660	79,110	76,990	28,369	35,700	29,310			
In Kind Contributions																									
4466 - Donations in Kind	0	68,000	68,000	68,000	17,000	17,000	17,000	0	0	0	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	0	0	0		
4467 - Donations in Kind - Volunteer Labor - F	0	41,400	41,400	41,400	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900	6,900		
4468 - Donations in Kind - Board Hours	0	9,120	9,120	9,120	1,519	1,519	1,519	1,519	1,519	1,519	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520	1,520		
Total In Kind Contributions	0	109,400	109,400	109,400	23,900	23,900	23,900	6,900	6,900	6,900	23,900	23,900	23,900	23,900	23,900	23,900	23,900	23,900	23,900	23,900	6,900	6,900	6,900		
Total EXPENSES	(0)	273,668	272,828	#VALUE!	28,665	29,163	28,900	35,006	26,699	35,930	38,832	47,900	39,380	37,337	35,499	37,840	98,560	103,010	100,890	35,269	42,600	36,210			
Net Profit	(9,677)	(4,250)	12,089	#VALUE!	330	(1)	0	(7,178)	1	0	6,697	0	0	(1,209)	1	0	1,630	(1)	0	5,157	1				



## OTHER GRANT APPLICATION

Revenue Services | [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Other Grants are available to recognize the significant value that volunteers, volunteer groups and *Non-Profit Organizations* contribute to the spiritual, educational, social, cultural, and physical well-being of the community. Up to two intakes are offered annually. Completing an application does not guarantee approval.

## APPLICANT INFORMATION

Name(s): <b>Angela Nguyen</b>	Position: <b>Director of Operations</b>
Mailing Address: <b>502-495 Dunsmuir St</b>	City: <b>Nanaimo</b>
	Postal Code: <b>V9R 6B9</b>
Email: <b>angela@tapsbc.ca</b>	Phone: <b>250-824-0997</b>

## PROPERTY INFORMATION

Civic Address: <b>502 - 495 DUNSMUIR STREET</b>	Folio:
Legal Description: <b>000-290-793</b>	
Registered Owner (if different from applicant):	

## ORGANIZATION INFORMATION

Organization Name: <b>Together Against Poverty Society</b>		
Representative Name: <b>Angela Nguyen</b>	Email: <b>angela@tapsbc.ca</b>	
Is the Organization a registered Society?	<input checked="" type="checkbox"/> Yes - Registration No.: <b>S-002533</b>	<input type="checkbox"/> No
Is the Organization a Registered Charity?	<input checked="" type="checkbox"/> Yes - Registration No.: <b>140709858 RR 0001</b>	<input type="checkbox"/> No
Number of full-time staff: <b>3</b>	Number of part-time staff: <b>1</b>	
Number of community volunteers:	Number of volunteer hours/Year:	
Please provide a brief description of the organization's mandate:		
TAPS' mission is to enhance social justice in the lives of people living in poverty, through legal advocacy, law reform, and public legal education in the areas of income assistance, disability, and tenancy. We believe everyone should have sufficient income and security to live with dignity and meet their needs.		
How is the organization funded?		
TAPS Nanaimo receives funding from the Law Foundation of BC.		
What other organizations provide similar programs and services?		
Nanaimo Disability Resource Centre offers similar services to their specific clients, but TAPS is the only organization that focuses on poverty law advocacy services. There are other organizations that offer remote support provincially (TRAC & DABC), and poverty law advocates in other communities.		

Is there a fee to any of the activities/services provided by the organization? ☐ Yes ☒ No

If yes, please provide details of the fee(s):

Fee Type (annual, monthly, etc.)	Fee Amount	Description
	\$	
	\$	
	\$	

Detail current and/or planned revenue-generating activities by the organization.

**Grants, fundraising events, and donations**

Has the organization received assistance from the City of Nanaimo in previous years (Other Grant, Permissive Tax Exemption, In-kind...)?

☐ Yes (please complete the table below) ☒ No

Year	Amount	Purpose for Which Assistance Was Used
	\$	
	\$	
	\$	

## GRANT REQUEST

Amount of grant requested: \$ 5000

☐ Capital grant ☐ Community event funding ☒ Educational funding ☐ Emergency funding

☒ In-kind funding for facility rental

Facility address:

Rental dates & times:

☐ Other:

Proposed use of funding:

**Our advocates will provide training and informational materials accessible to other organizations and any member of the public. Legal information sessions and seminars for topics on tenancy, income assistance, and disability.**

How will the use of this funding benefit a large portion of the community?

TAPS works to preserve existing tenancies and prevent evictions that contribute to homelessness in Nanaimo. By using this funding to provide education and advocacy services to low-income tenants, we will directly support housing stability for some of the community's most vulnerable residents. Empowering individuals to understand and assert their rights helps prevent displacement, reduces pressure on emergency housing systems, and contributes to healthier, more resilient neighborhoods. In turn, this benefits the broader community by promoting social stability, reducing public costs related to homelessness, and fostering a more equitable housing landscape in Nanaimo.

What would be the consequences to not being awarded this funding?

While we attempt to provide as much support to clients as possible, our resources are severely limited, and each day we have to set a limit on how many new cases we can take. This funding would allow us to focus our resources towards public legal education towards areas we are already experienced in, and would allow us to increase our capacity in Nanaimo.

List other agencies/organizations whose financial or in-kind support has been requested for this project.

Organization Name	Amount Requested	Status of Request
	\$	
	\$	
	\$	

## SUPPORTING DOCUMENTATION

☐ Certificate of Good Standing from BC Registry Services

☒ Confirmation of Charity status per Canada Revenue Agency (if applicable)

☒ Financial Statement for most recent fiscal year

☒ Current year budget

☐ Invoice/quote for capital purchase

## SIGNATURE

I am an authorized signing officer of the organization and I certify that the information given in this application is accurate and complete. Should an Other Grant be granted for the above listed project/event, I agree to the following terms:

- Any unused funds from the Other Grant are to be returned to the City of Nanaimo;
- The property use will be in compliance with all applicable municipal policies and bylaws; and
- The organization will publicly acknowledge the Other Grant awarded by the City.

\_\_\_\_\_  
  
 Sign

\_\_\_\_\_  
 May 14th, 2025

Date

## NOTES

First Intake - May 15<sup>th</sup>

Second Intake - September 15<sup>th</sup> (if funding available)

### Submit to:

Email: [pte@nanaimo.ca](mailto:pte@nanaimo.ca)

Mail: 455 Wallace Street, Nanaimo, BC V9R 5J6

RECEIVED STAMP

# TOGETHER AGAINST POVERTY SOCIETY

**Financial Statements**

**For the Period Ended March 31, 2024**

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Baker Tilly Victoria Ltd  
Chartered Professional  
Accountants  
T: 250.386.0500  
www.btvic.com

Uptown:  
3551 Uptown Blvd  
Unit 219  
Victoria, BC  
V8Z 0B9

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Victoria, BC  
V9B 0A5

Sidney:  
9764 Fifth St  
Unit 7  
Sidney, BC  
V8L 2X2

## INDEPENDENT AUDITORS' REPORT

### To the Members of Together Against Poverty Society

#### Report on the Financial Statements

##### *Qualified Opinion*

We have audited the financial statements of Together Against Poverty Society (the "Society") that comprise the statement of financial position as at March 31, 2024, and the statements of changes in net assets, operations, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly in all material respects, the financial position of the Society as at March 31, 2024, and results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not-For-Profit Organizations.

##### *Basis for Qualified Opinion*

In common with many non-profit organizations, the Society derives revenue from donations and fundraising, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Society. Therefore, we were not able to determine whether any adjustments might be necessary to donation and fundraising revenue, excess of revenues over expenses, cash flows from operations, assets, and the net assets for the period ended March 31, 2024.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

**INDEPENDENT AUDITORS' REPORT** (continued)*Emphasis of Matter*

We draw attention to note 1 of the financial statements, which indicates amounts presented for the period ended March 31, 2024 are for a 7-month period. Comparative figures presented for the year ended August 31, 2023 are for a 12-month period. Consequently, the comparative amounts for the statement of financial position, statement of operations, statement of changes in net assets, statement of cash flows and related schedules and notes are not entirely comparable.

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Accounting Standards for Not-For-Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

**INDEPENDENT AUDITORS' REPORT** (continued)*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

**INDEPENDENT AUDITORS' REPORT** (continued)

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**Report on Other Legal and Regulatory Requirements**

As required by the British Columbia Societies Act, we report that, in our opinion, the Accounting Standards for Not-For-Profit Organizations have been applied on a consistent basis.

*Baker Tilly Victoria Ltd.*

CHARTERED PROFESSIONAL ACCOUNTANTS

Victoria, BC

November 28, 2024

# Together Against Poverty Society

## Statement of Financial Position

As at March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

	March 31, 2024	August 31, 2023
	\$	\$
<b>Assets</b>		
<b>Current Assets -</b>		
Cash	172,279	161,391
Restricted cash related to deferred contributions	631,245	841,922
Restricted cash related to gaming contributions	115,000	6,550
Accounts receivable	10,280	13,028
Goods and services tax recoverable	2,297	2,565
Grant receivable - Victoria Foundation Memorial Fund (note 2)	-	2,124
Prepaid expenses	9,702	12,846
	940,803	1,040,426
Tangible Capital Assets (note 3)	-	7,788
	940,803	1,048,214
<b>Liabilities</b>		
<b>Current Liabilities -</b>		
Accounts payable and accrued liabilities	122,046	69,659
Employee deductions payable	21,309	25,714
Wages payable	29,502	25,593
Deferred contributions related to operations (note 4)	746,245	841,922
	919,102	962,888
Deferred Contributions Related to Tangible Capital Assets (note 5)	-	552
	919,102	963,440
<b>Net Assets</b>		
Unrestricted fund	21,701	77,538
Invested in tangible capital assets	-	7,236
	21,701	84,774
	940,803	1,048,214

### SIGNED ON BEHALF OF THE BOARD:

Director

# Together Against Poverty Society

## Statement of Changes in Net Assets

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

	Unrestricted Fund	Invested in Capital Assets	March 31, 2024 \$	August 31, 2023 \$
Net Assets - Beginning of Period	77,538	7,236	<b>84,774</b>	49,797
Excess (deficiency) of revenues over expense	(63,073)	-	<b>(63,073)</b>	34,977
Amortization of deferred contributions	(551)	551	-	-
Amortization of tangible capital assets	7,787	(7,787)	-	-
<b>Net Assets - End of Period</b>	21,701	-	<b>21,701</b>	84,774

# Together Against Poverty Society

## Statement of Operations

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

	March 31, 2024	August 31, 2023
	\$	\$
<b>Revenue</b>		
Law Foundation Grant (schedule 1)	504,154	725,603
Tenancy grants	154,668	110,043
Fundraising, memberships and donations	42,744	98,978
Tax grants	31,878	159,949
Other grants and miscellaneous income	1,366	16,862
Amortization of deferred contributions	551	1,727
Community Gaming Grant	-	86,850
	<b>735,361</b>	<b>1,200,012</b>
<b>Expenses</b>		
Law Foundation disbursements (schedule 1)	522,408	733,096
Salaries and benefits	207,830	318,771
Rent	27,398	33,735
Bookkeeping	13,858	19,393
Amortization of tangible assets	7,787	16,202
Office	3,194	28,750
Advertising and promotion	2,952	208
Employee professional dues	2,455	1,201
Interest and bank charges	2,416	230
Projects	2,396	4,420
Fundraising	1,648	2,693
Insurance	1,613	2,413
Business taxes, licences and memberships	1,018	-
Board and meetings	849	952
Professional development	578	646
Travel	18	16
Volunteer	16	2,183
Bad debts	-	126
	<b>798,434</b>	<b>1,165,035</b>
<b>Excess (Deficiency) of Revenues Over Expenses</b>	<b>(63,073)</b>	<b>34,977</b>

# Together Against Poverty Society

## Statement of Cash Flows

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

	March 31, 2024	August 31, 2023
	\$	\$
<b>Cash Provided from (Used for):</b>		
<b>Operating Activities</b>		
Excess (deficiency) of revenues over expenses	(63,073)	34,977
Items not affecting cash -		
Amortization of tangible capital assets	7,787	16,202
Amortization of deferred contributions	(551)	(1,727)
Changes in non-cash working capital -		
Accounts receivable	2,748	(314)
Goods and services tax recoverable	268	(1,822)
Grant receivable - Victoria Foundation	2,124	(192)
Prepaid expenses	3,144	(1,267)
Accounts payable and accrued liabilities	52,387	(15,555)
Employee deductions payable	(4,405)	10,099
Wages payable	3,909	25,593
Deferred contributions related to operations	(95,677)	710,663
	(91,339)	776,657
<b>Net Increase (Decrease) in Cash</b>	(91,339)	776,657
Cash - Beginning of Period	1,009,863	233,206
<b>Cash - End of Period</b>	<b>918,524</b>	<b>1,009,863</b>
<b>Cash Consists of -</b>		
Cash	172,279	161,391
Restricted cash related to deferred contributions	631,245	841,922
Restricted cash related to gaming contributions	115,000	6,550
	918,524	1,009,863

# Together Against Poverty Society

## Schedule 1

### Law Foundation Contract

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

	March 31, 2024	August 31, 2023
	\$	\$
<b>Revenue</b>		
Nanaimo legal advocacy grant	191,710	203,394
Poverty Law grant	128,333	220,017
Law Foundation grant	128,333	220,017
Vacancy Control grant	44,089	73,175
Student grant	10,076	5,000
IBPOC grant	1,613	4,000
	504,154	725,603
<b>Disbursements</b>		
Salaries and benefits	402,068	586,185
Rent	47,795	51,830
Office	45,720	45,018
Audit	21,000	21,013
Projects	3,699	8,063
Telephone and telecommunications	824	-
Volunteer	792	247
Advertising	495	2,310
Insurance	15	26
Legal supervision	-	11,248
Professional services	-	7,156
	522,408	733,096
<b>Excess of Revenue over Expenses</b>	<b>(18,254)</b>	<b>(7,493)</b>

# Together Against Poverty Society

## Notes to Financial Statements

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

### Purpose of Society

Together Against Poverty (the "Society") is incorporated under the Societies Act of British Columbia as a not-for-profit organization and is a registered charity under the Income Tax Act. The Society's principal purpose is to provide legal advocacy services for poverty related matters.

### 1 Significant Accounting Policies

These financial statements have been prepared in accordance with the Canadian Accounting Standards for Not-For-Profit Organizations ("ASNFP").

The fiscal year end of the Society was changed from August 31st to March 31st. As a result, the figures presented for the period ended March 31, 2024 are for a 7-month period and the comparative figures presented are for the year ended August 31, 2023 are for a 12-month period. Consequently, the comparative figures for the statement of financial position, statement of operations, statement of changes in net assets, statement of cash flows and related schedules and notes to the financial statements are not entirely comparable.

The financial statements have been applied within the framework of the significant accounting policies summarized below:

#### Revenue Recognition

The Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

#### Donations in Kind

The Society occasionally receives donated goods and services. These donations in kind are recognized when all the following conditions are met:

# Together Against Poverty Society

## Notes to Financial Statements

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

### 1 Significant Accounting Policies (continued)

- the Society controls the way the goods and services are used.
- the goods and services are essential to operations and would normally have been purchased and paid for had the donation not occurred.
- the amounts are fixed or fair value can be easily determined.

#### Contributed Services

Volunteers contribute a significant amount of their time each year. Because of the difficulty in determining their fair value, contributed services from volunteers are not recognized in the financial statements.

#### Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

#### Use of Estimates and Measurement Uncertainty

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-For-Profit Organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. Significant areas that require estimates include amortization of tangible capital assets, accrued liabilities, and amortization of deferred contributions.

#### Tangible Capital Assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives on a straight-line basis at the following rates:

Computer equipment	3 years
Leasehold improvements	5 years
Office equipment	5 years

# Together Against Poverty Society

## Notes to Financial Statements

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

### 2 Victoria Foundation Memorial Fund

	2024 \$	2023 \$
Opening balance, market value	45,847	42,761
Contributions to fund	-	-
Net return on investment	3,744	5,238
	49,591	47,999
Grants paid	(2,124)	(1,932)
Administration fees	(132)	(220)
	47,335	45,847

The Society established a fund in memory of Bill Burrill, a past president, which is held by the Victoria Foundation. Under the agreement of the fund, the Society is the beneficiary of the fund and is entitled to receive grants from the fund. The amount of the grant is at the discretion of the Victoria Foundation and any unpaid amounts carry forward until paid. The current available to grant balance is \$nil (2023 - \$2,124).

### 3 Tangible Capital Assets

	Cost \$	Accumulated amortization \$	2024 Net \$	2023 Net \$
Computer equipment	14,037	14,037	-	237
Leasehold improvements	70,000	70,000	-	7,000
Office equipment	20,811	20,811	-	551
	104,848	104,848	-	7,788

# Together Against Poverty Society

## Notes to Financial Statements

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

### 4 Deferred Contributions Related to Operations

	Opening Balance \$	Grant Received \$	Expenditure \$	Ending Balance \$
Law Foundation - Advocacy	18,333	110,000	(128,333)	-
Law Foundation - Nanaimo	41,710	150,000	(191,710)	-
Law Foundation - Poverty Law	18,333	110,000	(128,333)	-
Victoria Foundation	30,000	-	(30,000)	-
Employment and Social Development Canada	14,585	-	(14,585)	-
BC General Employees' Union	6,666	20,000	(26,666)	-
BC Ministry of Housing	700,000	-	(87,500)	612,500
BC Gaming	-	115,000	-	115,000
Canadian Red Cross	12,295	-	-	12,295
Law Foundation - Anti-Racism	-	5,200	(1,612)	3,588
University of Victoria - Co-op	-	12,938	(10,076)	2,862
	841,922	523,138	(618,815)	746,245

### 5 Deferred Contributions Related to Tangible Capital Assets

	Opening Balance \$	Additions \$	Amortized to Revenue \$	Ending Balance \$
Law Foundation Capital Grant	552	-	(552)	-

Deferred contributions consist of contributions from the Law Foundation for tangible capital purchases.

# Together Against Poverty Society

## Notes to Financial Statements

For the Period from September 1, 2023 to March 31, 2024

(With Comparative Figures for the Year Ended August 31, 2023)

### 6 Financial Instruments

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of March 31, 2024.

#### Fair Value

The carrying value of cash, accounts receivable, accounts payable and accrued liabilities, and wages payable approximate their fair values due to the immediate or short term nature of these instruments.

#### Liquidity Risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Company is exposed to this risk in respect of its current liabilities.

#### Interest Rate Risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Society manages exposure through its normal operating and financing activities. The Society is not exposed to significant interest rate risk.

### 7 Lease Commitments

The Society has a lease with respect to its premises. The lease provides for payment of utilities, property taxes, and maintenance costs. Future minimum lease payments as at March 31, 2024 are as follows:

Year ending March 31, 2025	100,623
2026	100,623

### 8 Society Act Remuneration

For the fiscal period ended March 31, 2024, the Society paid total remuneration greater than \$75,000 to no employees (for the year ended August 31, 2023 - two employees). The total paid to these employees was \$nil (For the year ended August 31, 2023 - \$108,106).



Canada Revenue Agency  
Agence du revenu  
du Canada

Protected B when completed

## Registered Charity Information Return

### Section A: Identification

- To help you fill out this form, refer to Guide T4033, Completing the Registered Charity Information Return. It can be found at [canada.ca/cra-forms](https://canada.ca/cra-forms).

**Note:** Even if a charity is inactive, an information return must be filed to maintain its registered status.

**Complete the following:**

1. Charity name:

TOGETHER AGAINST POVERTY SOCIETY

2. Return for fiscal period ending:

Year Month Day  
2024-03-31

3. BN/registration number:

140709858RR0001

4. Web address (if applicable):

www.tapsbc.ca

**A1** Was the charity in a subordinate position to a head body? ..... **1510** ☐ Yes ☒ No

**If yes,** give the name and BN/registration number of the organization.

Name

BN (9 digits, 2 letters, 4 digits.  
Example: 123456789RR0001)

**A2** Has the charity wound-up, dissolved, or terminated operations? ..... **1570** ☐ Yes ☒ No

**A3** Is the charity designated as a public foundation or private foundation? ..... **1600** ☐ Yes ☒ No

**If yes,** you **must** complete Schedule 1, Foundations. To confirm the charity's designation, go to [canada.ca/charities-list](https://canada.ca/charities-list) and refer to the charity's detail page.

### Section B: Directors/trustees and like officials

**B1** All charities must complete Form T1235, Directors/Trustees and Like Officials Worksheet. Only the **public** information section of the worksheet is available to the public.

**For charities subject to the Ontario Corporations Act.**

As of May 15, 2021, the Canada Revenue Agency no longer collects this information on behalf of the Ontario Ministry of Government and Consumer Services. For more information on filing an Ontario annual information return, visit [ontario.ca/businessregistry](https://ontario.ca/businessregistry).

**Note:** If you would like these individuals to have the authority to communicate with the CRA on behalf of your charity, their name must also appear as an owner for your Business Number (BN). For more information, go to [canada.ca/charities-giving](https://canada.ca/charities-giving), select "Operating a registered charity," then "Making a change to your organization" and see "Change director."

Approval code: 13001

Canada

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BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

Section C: Programs and general information

C1 Was the charity active during the fiscal period? 1800 X Yes No  
If no, explain why in the "Ongoing programs" space below at C2.

C2 Describe all ongoing and new charitable programs during this fiscal period that furthered the charity's purpose(s) (as defined in its governing documents).  
"Programs" includes:  
(1) charitable activities that the charity carries out on its own through employees, volunteers, or intermediaries, and  
(2) qualifying disbursements that the charity makes through gifts to qualified donees or grants to non-qualified donees (grantees).  
Charities making qualifying disbursements should describe the types of organizations they support. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours.  
Do not include the names of employees or volunteers.  
Do not describe fundraising activities in this space.  
Do not attach additional sheets of paper or annual reports.

Ongoing programs	The Society provides two major programs on an ongoing basis. The Tenancy Advocacy Program assists low income individuals with problems or questions about tenancy, including contacting landlords and arbitrators. TAPS provides legal advocacy services and public legal education in the areas of income assistance, provincial persons with disabilities benefits and tenancy for persons of no, low or fixed incomes.
New programs	None

Protected B when completed

BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

**Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the Income Tax Act.**

**C3** Did the charity make gifts or transfer funds to qualified donees or other organizations, excluding grants to non-qualified donees? ..... **2000** ☐ Yes ☒ No  
**Important: If yes, you must complete Form T1236, Qualified donees worksheet/Amounts provided to other organizations.**

**C4** Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (excluding qualifying disbursements) for any activity/program/project outside Canada? ..... **2100** ☐ Yes ☒ No  
**Important: If yes, you must complete Schedule 2, Activities outside Canada.**

**C5** Public policy dialogue and development activities  
This question has been removed.

**C6** If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, select all fundraising methods that it used during the fiscal period:

**2500** ☐ Advertisements/print/radio/TV commercials

**2570** ☐ Sales

**2620** ☐ Telephone/TV solicitations

**2510** ☐ Auctions

**2575** ☐ Internet

**2630** ☐ Tournament/sporting events

**2530** ☒ Collection plate/boxes

**2580** ☒ Mail campaigns

**2640** ☐ Cause-related marketing

**2540** ☐ Door-to-door solicitation

**2590** ☐ Planned-giving programs

**2650** ☐ Other

**2550** ☒ Draws/lotteries

**2600** ☐ Targeted corporate donations/sponsorships

**2660** Specify: \_\_\_\_\_

**2560** ☒ Fundraising dinners/galas/concerts

**2610** ☐ Targeted contacts

**C7** Did the charity pay external fundraisers? ..... **2700** ☐ Yes ☒ No  
**If yes, you must complete the following lines, and complete Schedule 4, Confidential data, Table 1.**

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity. .... **5450** \$

(b) Enter the amounts paid to and/or retained by the fundraisers. .... **5460** \$

(c) Select the method of payment to the fundraiser:

**2730** ☐ Commissions

**2750** ☐ Finder's fee

**2770** ☐ Honoraria

**2740** ☐ Bonuses

**2760** ☐ Set fee for services

**2780** ☐ Other

**2790** Specify: \_\_\_\_\_

(d) Did the fundraiser issue tax receipts on behalf of the charity? ..... **2800** ☐ Yes ☐ No

**C8** Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)? ..... **3200** ☐ Yes ☒ No

**C9** Did the charity incur any expenses for compensation of employees during the fiscal period? ..... **3400** ☒ Yes ☐ No  
**Important: If yes, you must complete Schedule 3, Compensation.**

**C10** Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was not resident in Canada and was not any of the following: ..... **3900** ☐ Yes ☒ No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

**Important: If yes, you must complete Schedule 4, Confidential data, Table 2, for each donation of \$10,000 or more.**

**C11** Did the charity receive any non-cash gifts for which it issued tax receipts? ..... **4000** ☐ Yes ☒ No  
**Important: If yes, you must complete Schedule 5, Non-cash gifts.**

**C12** Did the charity acquire a non-qualifying security? ..... **5800** ☐ Yes ☒ No

**C13** Did the charity allow any of its donors to use any of its property? (except for permissible uses) ..... **5810** ☐ Yes ☒ No

**C14** Did the charity issue any of its tax receipts for donations on behalf of another organization? ..... **5820** ☐ Yes ☒ No

**C15** Did the charity have direct partnership holdings at any time during the fiscal period? ..... **5830** ☐ Yes ☒ No

Protected B when completed

BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

**Registered charities may make grants to non-qualified donees (grantees) as described in the Income Tax Act.**

**C16** Did the charity make qualifying disbursements by way of grants to non-qualified donees (grantees) in the fiscal period? ..... **5840** ☐ Yes ☒ No  
If **yes**, you **must** complete lines 5841, 5842 and 5843.

Did the charity make grants to any grantees totalling more than \$5,000 in the fiscal period? ..... **5841** ☐ Yes ☐ No  
If **yes**, you **must** complete Form T1441, Qualifying Disbursements: Grants to Non-Qualified Donees (Grantees).

Enter the number of grantees that received grants totalling \$5,000 or less in the fiscal period ..... **5842** \_\_\_\_\_

Enter the total amount paid to grantees that received grants totalling \$5,000 or less in the fiscal period ..... **5843** \$ \_\_\_\_\_

**C17** In the 24 months before the beginning of the fiscal period, did the average value of your charity's property (cash, investments, capital property or other assets) not used directly in its charitable activities or administration:

- (a) exceed \$100,000, if the charity is designated as a charitable organization; or  
(b) exceed \$25,000, if the charity is designated as a public or private foundation? ..... **5850** ☐ Yes ☒ No

If **yes**, you **must** complete Schedule 8 – Disbursement quota

**C18** Did the charity hold any donor advised funds (DAF) during the fiscal period? ..... **5860** ☐ Yes ☐ No

If **yes**, provide the following:

(a) Total number of accounts held at the end of the fiscal period ..... **5861** \_\_\_\_\_

(b) Total value of all accounts held at the end of the fiscal period ..... **5862** \$ \_\_\_\_\_

(c) Total value of donations to DAF accounts received during the fiscal period ..... **5863** \$ \_\_\_\_\_

(d) Total value of qualifying disbursements from DAFs during the fiscal period ..... **5864** \$ \_\_\_\_\_

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## Section D: Financial information

Fill out either Section D or Schedule 6, Detailed financial information.

If any of the following applies to the charity, complete Schedule 6 instead of Section D:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.
- (c) The charity had permission to accumulate funds during this fiscal period.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

<b>D1</b>	Was the financial information reported below prepared on an accrual or cash basis?	4020	<input type="checkbox"/> Accrual	<input type="checkbox"/> Cash
<b>D2</b>	<b>Summary of financial position:</b>			
	Using the charity's own financial statements, enter the following:			
	Did the charity own land and/or buildings?	4050	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Total assets (including land and buildings)</b>	4200	\$	
	<b>Total liabilities</b>	4350	\$	
	Did the charity borrow from, loan to, or invest assets with any non-arm's length persons?	4400	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>D3</b>	<b>Revenue:</b>			
	Did the charity issue tax receipts for gifts?	4490	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, enter the total eligible amount of all gifts for which the charity has issued or will issue tax receipts	4500	\$	
	Total amount received from other registered charities	4510	\$	
	Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)	4530	\$	
	Did the charity receive any revenue from any level of government in Canada?	4565	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, total amount received	4570	\$	
	Total tax-receipted revenue from all sources outside of Canada (government and non-government)	4571	\$	
	Total non tax-receipted revenue from all sources outside of Canada (government and non-government)	4575	\$	
	Total non tax-receipted revenue from fundraising	4630	\$	
	Total revenue from sale of goods and services (except to any level of government in Canada)	4640	\$	
	Other revenue not already included in the amounts above	4650	\$	
	<b>Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650)</b>	4700	\$	
<b>D4</b>	<b>Expenditures:</b>			
	Professional and consulting fees	4860	\$	
	Travel and vehicle expenses	4810	\$	
	All other expenditures not already included in the amounts above (excluding qualifying disbursements)	4920	\$	
	<b>Total expenditures (excluding qualifying disbursements) (add lines 4860, 4810, and 4920)</b>	4950	\$	
	Of the amount at line 4950:			
	(a) Total expenditures on charitable activities	5000	\$	
	(b) Total expenditures on management and administration	5010	\$	
	Total amount of grants made to all non-qualified donees (grantees)	5045	\$	
	Total amount of gifts made to all qualified donees	5050	\$	
	<b>Total expenditures (add lines 4950, 5045, and 5050)</b>	5100	\$	

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### Section E: Certification

This return **must** be signed by a person who has authority to sign on behalf of the charity. It is a serious offence under the Income Tax Act to provide false or deceptive information.

I certify that the information given on this annual return and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print) King, Douglas	Signature
Position in charity Executive Director	Date 2024-09-27
	Phone number (250) 361-3521

### Section F: Confidential data

**F1** Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	828 View Street	828 View Street
City	Victoria	Victoria
Province or territory and postal code	BC V8W 1K2	BC V8W 1K2

**F2** Name and address of individual who completed this return.

Name Clark K.W. Lawrence	
Company name (if applicable) Baker Tilly Victoria Ltd.	
Complete street address 219-3551 Uptown Blvd	
City, province or territory, and postal code Victoria, BC, V8Z 0B9	
Phone number (250) 386-0500	Is this the same individual who certified in Section E above? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

### Privacy statement

Personal information is collected under the authority of the Income Tax Act and is used to establish and validate the identity and contact information of directors, trustees, officers, like officials, and authorized representatives of the organization. This information will also be used as a basis for the indirect collection of additional personal information from other internal and external sources, which includes personal tax information, and relevant financial and biographical information. Personal information will be used to assess the risk of registration with respect to the obligations and requirements as outlined in the Act and the common law. The social insurance number (SIN) is collected under subsection 237 of the Act and is used for identification purposes.

The Canada Revenue Agency (CRA) will make the information on this annual information return available to the public on the Charities Directorate website, except for information identified as confidential. Personal information may also be disclosed under information-sharing agreements and in accordance with section 241 of the Act. Incomplete or inaccurate information may result in compliance measures including revocation of registered status.

Personal information is described in personal information bank CRA PPU 200 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. You are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

**Notification to directors and like officials:** The CRA strongly encourages the organization to voluntarily inform its directors and like officials that it has collected and disclosed their personal information to the CRA.

☒ I confirm that I have read the Privacy statement above.

### Checklist

A charity's complete annual information return includes:

- Form T3010, Registered Charity Information Return, and all applicable schedules
- a copy of the charity's financial statements
- Form T1235, Directors/Trustees and Like Officials Worksheet
- Form T1236, Qualified donees worksheet/Amounts provided to other organizations (if applicable)
- Form T2081, Excess Corporate Holdings Worksheet for Private Foundations (if applicable)
- Form T1441, Qualifying Disbursements: Grants to Non-Qualified Donees (Grantees) (if applicable)

If financial statements are not included, the charity's registration may be revoked.

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Foundations		Schedule 1
1	Did the foundation acquire control of a corporation?	100 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2	Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities?	110 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3	(a) What was the total value of all restricted funds held at the end of the fiscal period?	111 \$
	(b) Of that amount, what amount was the foundation not permitted to spend due to a funder's written trust or direction?	112 \$
For private foundations only:		
4	Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment?	120 <input type="checkbox"/> Yes <input type="checkbox"/> No
5	Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period?	130 <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, you must complete and attach Form T2081, Excess Corporate Holdings Worksheet for Private Foundations.		

Activities outside Canada		Schedule 2
Important: If you complete this section, you must answer yes to question C4.		
For more information, go to <a href="https://canada.ca/charities-giving">canada.ca/charities-giving</a> and see Guidance CG-002, Canadian registered charities carrying on activities outside Canada.		
1	Total expenditures on activities/programs/projects carried on outside Canada, excluding qualifying disbursements	200 \$
2	Were any of the charity's financial resources spent on programs outside of Canada under any kind of an arrangement including a contract, agency agreement, or joint venture to any other individual or organization (excluding qualifying disbursements)?	210 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, provide details of the amount reported in question 1 on line 200, that the charity transferred to these individuals or organizations in the following table:		

Name of individual/organization	Country code where the activities were carried out (see list at the end of Schedule 2)	Amount (\$) Show amounts to the nearest Canadian dollar

Important: If you entered information in the table above, you must answer yes in line 210.

3	Using the table below, enter the countries outside Canada where the charity itself carried on programs or devoted any of its resources.	
4	Were any projects undertaken outside Canada funded by Global Affairs Canada?	220 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If yes, what was the total amount the charity spent under this arrangement?	230 \$
5	Were any of the charity's activities outside of Canada carried out by employees of the charity?	240 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6	Were any of the charity's activities outside of Canada carried out by volunteers of the charity?	250 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7	Did the charity export goods as part of its charitable activities?	260 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, list the items exported, their destination, the country code, and their value.		

Item exported	Destination (city/region)	Country code	Value (CAN \$)

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**Country codes**

AF-Afghanistan	CU-Cuba	KP-North Korea	RO-Romania
AL-Albania	CY-Cyprus	KR-South Korea	RU-Russia
DZ-Algeria	DK-Denmark	KW-Kuwait	RW-Rwanda
AO-Angola	DO-Dominican Republic	KG-Kyrgyzstan	SA-Saudi Arabia
AR-Argentina	EC-Ecuador	LA-Laos	RS-Serbia
AM-Armenia	EG-Egypt	LB-Lebanon	SL-Sierra Leone
AZ-Azerbaijan	SV-El Salvador	LR-Liberia	SG-Singapore
BD-Bangladesh	ET-Ethiopia	MK-Macedonia	SO-Somalia
BY-Belarus	FR-France	MG-Madagascar	ES-Spain
BT-Bhutan	GA-Gabon	MY-Malaysia	LK-Sri Lanka
BO-Bolivia	GM-Gambia	ML-Mali	SD-Sudan
BA-Bosnia and Herzegovina	GE-Georgia	MU-Mauritius	SY-Syrian Arab Republic
BW-Botswana	DE-Germany	MX-Mexico	TJ-Tajikistan
BR-Brazil	GH-Ghana	MN-Mongolia	TZ-United Republic of Tanzania
BN-Brunei Darussalam	GT-Guatemala	ME-Montenegro	TH-Thailand
BG-Bulgaria	GY-Guyana	MZ-Mozambique	TL-Timor-Leste
BI-Burundi	HT-Haiti	MM-Myanmar (Burma)	TR-Turkey
KH-Cambodia	HN-Honduras	NA-Namibia	UG-Uganda
CM-Cameroon	IN-India	NL-Netherlands	UA-Ukraine
CF-Central African Republic	ID-Indonesia	NI-Nicaragua	GB-United Kingdom
TD-Chad	IR-Iran	NE-Niger	US-United States of America
CL-Chile	IQ-Iraq	NG-Nigeria	UY-Uruguay
CN-China	IL-Israel	OM-Oman	UZ-Uzbekistan
CO-Colombia	PS-Israeli Occupied Territories	PK-Pakistan	VE-Venezuela
KM-Comoros	IT-Italy	PA-Panama	VN-Vietnam
CD-Democratic Republic of Congo	JM-Jamaica	PE-Peru	YE-Yemen
CG-Republic of Congo	JP-Japan	PH-Philippines	ZM-Zambia
CR-Costa Rica	JO-Jordan	PL-Poland	ZW-Zimbabwe
CI-Côte d'Ivoire	KZ-Kazakhstan	QA-Qatar	
HR-Croatia	KE-Kenya	RE-Réunion	

Use the following codes for countries not listed above:

- QS-Other countries in Africa
- QR-Other countries in Asia and Oceania
- QM-Other countries in Central and South America
- QP-Other countries in Europe
- QO-Other countries in the Middle East
- QN-Other countries in North America

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### Compensation

### Schedule 3

**Important:** If you complete this section, you **must** answer **yes** to question C9.

**1** (a) Enter the **number** of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. **Do not** enter a dollar amount. **300** 12

(b) For the **ten (10)** highest compensated, permanent, full-time positions enter the **number of positions** that are within each of the following annual compensation categories. **Do not** tick the boxes; use numbers.

<b>305</b> <u>8</u> \$1 – \$39,999	<b>310</b> <u>2</u> \$40,000 – \$79,999	<b>315</b> <u>  </u> \$80,000 – \$119,999
<b>320</b> <u>  </u> \$120,000 – \$159,999	<b>325</b> <u>  </u> \$160,000 – \$199,999	<b>330</b> <u>  </u> \$200,000 – \$249,999
<b>335</b> <u>  </u> \$250,000 – \$299,999	<b>340</b> <u>  </u> \$300,000 – \$349,999	<b>345</b> <u>  </u> \$350,000 and over

**2** (a) Enter the **number** of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. **370** 7

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. **380** \$ 109,315

**3** Total expenditure on all compensation in the fiscal period. **390** \$ 609,898

### Confidential data

### Schedule 4

**Important:** If you complete this section, you **must** answer **yes** to question C10.

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

#### 1. Information about external fundraisers

Enter the name(s) and arm's length status of each external fundraiser.

Name (confidential)	At arm's length? Yes/No (confidential)

#### 2. Information about donors not resident in Canada

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was **not** resident in Canada and was **not** any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the table below. Select whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name (confidential)	Type of donor (confidential)			Value (CAN \$)
	Organization	Government	Individual	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### Non-cash gifts

### Schedule 5

**Important:** If you complete this section, you **must** answer **yes** to question C11.

**1** Select all types of non-cash gifts received for which a tax receipt was issued:

<b>500</b> <input type="checkbox"/> Artwork/wine/jewellery	<b>525</b> <input type="checkbox"/> Ecological properties	<b>550</b> <input type="checkbox"/> Publicly traded securities/commodities/mutual funds
<b>505</b> <input type="checkbox"/> Building materials	<b>530</b> <input type="checkbox"/> Life insurance policies	<b>555</b> <input type="checkbox"/> Books
<b>510</b> <input type="checkbox"/> Clothing/furniture/food	<b>535</b> <input type="checkbox"/> Medical equipment/supplies	<b>560</b> <input type="checkbox"/> Other
<b>515</b> <input type="checkbox"/> Vehicles	<b>540</b> <input type="checkbox"/> Privately-held securities	<b>565</b> Specify: <u> </u>
<b>520</b> <input type="checkbox"/> Cultural properties	<b>545</b> <input type="checkbox"/> Machinery/equipment/computers/software	

**2** Enter the total amount of tax-receipted non-cash gifts **580** \$

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Fiscal period end 2024-03-31

**Detailed financial information**

**Schedule 6**

Fill out this schedule if **any** of the following applies to the charity:

- (a) The charity's revenue exceeded \$100,000.  
(b) The amount of all property (for example, investments, rental properties) not used in charitable activities was more than \$25,000.  
(c) The charity had permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis? ..... **4020** ☒ Accrual ☐ Cash

**Statement of financial position**

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

**Assets:**

Cash, bank accounts, and short-term investments	<b>4100</b>	\$	918,524
Cash and bank accounts	<b>4101</b>	\$	918,524
Short-term investments	<b>4102</b>	\$	
Amounts receivable from non-arm's length persons	<b>4110</b>	\$	
Amounts receivable from all others	<b>4120</b>	\$	10,280
Investments in non-arm's length persons	<b>4130</b>	\$	
Long-term investments	<b>4140</b>	\$	
Inventories	<b>4150</b>	\$	
Land and buildings in Canada	<b>4155</b>	\$	
Used for charitable programs or administration	<b>4157</b>	\$	
Used for other purposes	<b>4158</b>	\$	
Other capital assets in Canada	<b>4160</b>	\$	104,848
Capital assets outside Canada	<b>4165</b>	\$	
Accumulated amortization of capital assets	<b>4166</b>	\$	-104,848
Other assets	<b>4170</b>	\$	11,999
Impact investments	<b>4190</b>	\$	
<b>Total assets (add lines 4100, 4110 to 4155, and 4160 to 4170)</b>	<b>4200</b>	\$	940,803

**Liabilities:**

Accounts payable and accrued liabilities	<b>4300</b>	\$	172,857
Deferred revenue	<b>4310</b>	\$	746,245
Amounts owing to non-arm's length persons	<b>4320</b>	\$	
Other liabilities	<b>4330</b>	\$	
<b>Total liabilities (add lines 4300 to 4330)</b>	<b>4350</b>	\$	919,102
<b>Amount included in lines 4150, 4155, 4160, 4165 and 4170 not used in charitable activities</b>	<b>4250</b>	\$	

**Statement of operations**

**Revenue:**

Total eligible amount of all gifts for which the charity has issued or will issue tax receipts	<b>4500</b>	\$	21,079
Total eligible amount of tax-receipted tuition fees	<b>5610</b>	\$	
Total amount received from other registered charities	<b>4510</b>	\$	19,896
Total other gifts received for which a tax receipt was <b>not</b> issued by the charity (excluding amounts at lines 4575 and 4630)	<b>4530</b>	\$	1,769
Total revenue received from federal government	<b>4540</b>	\$	14,588
Total revenue received from provincial/territorial governments	<b>4550</b>	\$	114,168
Total revenue received from municipal/regional governments	<b>4560</b>	\$	
Total tax-receipted revenue from all sources outside of Canada (government and non-government)	<b>4571</b>	\$	
Total <b>non</b> tax-receipted revenue from all sources outside Canada (government and non-government)	<b>4575</b>	\$	
Total interest and investment income from impact investments	<b>4576</b>	\$	
Total interest and investment income from persons not at arm's length	<b>4577</b>	\$	
Total interest and investment income received or earned	<b>4580</b>	\$	
<b>Gross proceeds</b> from disposition of assets	<b>4590</b>	\$	
<b>Net proceeds</b> from disposition of assets (show a negative amount with brackets)	<b>4600</b>	\$	
Gross income received from rental of land and/or buildings	<b>4610</b>	\$	
Total <b>non</b> tax-receipted revenues received for memberships, dues and association fees	<b>4620</b>	\$	
Total <b>non</b> tax-receipted revenue from fundraising	<b>4630</b>	\$	
Total revenue from sale of goods and services (except to any level of government in Canada)	<b>4640</b>	\$	
Other revenue not already included in the amounts above	<b>4650</b>	\$	563,861
Specify type(s) of revenue included in the amount reported at 4650	<b>4655</b>	Grants, misc income	
<b>Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650)</b>	<b>4700</b>	\$	735,361

T3010 E (24)

Approval code: 13001

Protected B when completed

BN/registration number 140709858RR0001 Fiscal period end 2024-03-31

**Expenditures:**

Advertising and promotion	4800	\$	3,447
Travel and vehicle expenses	4810	\$	3,075
Interest and bank charges	4820	\$	2,707
Licences, memberships, and dues	4830	\$	6,439
Office supplies and expenses	4840	\$	48,914
Occupancy costs	4850	\$	75,193
Professional and consulting fees	4860	\$	34,858
Education and training for staff and volunteers	4870	\$	1,871
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable)	4880	\$	609,898
Fair market value of all donated goods used in charity's own activities	4890	\$	
Purchased supplies and assets	4891	\$	
Amortization of capitalized assets	4900	\$	7,789
Research grants and scholarships as part of charity's own activities	4910	\$	
All other expenditures not included in the amounts above (excluding qualifying disbursements)	4920	\$	4,243
Specify type(s) of expenditures included in the amount reported at 4920	4930	Fundraising, insurance, board	
Total expenditures before qualifying disbursements (add lines 4800 to 4920)	4950	\$	798,434

Of the amounts at lines 4950:

(a) Total expenditures on charitable activities	5000	\$	751,434
(b) Total expenditures on management and administration	5010	\$	45,353
(c) Total expenditures on fundraising	5020	\$	1,647
(d) Total other expenditures included in line 4950	5040	\$	
Total amount of grants made to all non-qualified donees (grantees)	5045	\$	
Total amount of gifts made to all qualified donees	5050	\$	
Total expenditures (add lines 4950, 5045 and 5050)	5100	\$	798,434

**Other financial information**

**Permission to accumulate property:**

Only registered charities that have written permission to accumulate should complete this section.

• Enter the amount accumulated for the fiscal period, including income earned on accumulated funds	5500	\$	
• Enter the amount disbursed for the fiscal period for the specified purpose	5510	\$	

**Permission to reduce disbursement quota:**

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period	5750	\$	
--	------	----	--

**Property not used in charitable activities:**

Enter the average value of property not used for charitable activities or administration during:

• The 24 months before the beginning of the fiscal period	5900	\$	
• The 24 months before the end of the fiscal period	5910	\$	

Protected B when completed

NE/numéro d'enregistrement 140709858RR0001 Fin de l'exercice fiscal 2024-03-31

**Disbursement quota**

**Schedule 8**

**Important:** If you complete this section, you **must** answer yes to question C17.

For more information, go to [Canada.ca/charities-disbursement-quota](https://Canada.ca/charities-disbursement-quota).

**Step 1. Calculating the disbursement quota requirement for the current fiscal period**

Average value of property not used in charitable activities or administration (line 5900 from your return) ..... **805** \$

If permission to accumulate property has been granted, enter the total amount accumulated less all disbursements made for the specified purpose (add all amounts from lines 5500 minus all amounts at lines 5510 from **all returns** to date covered by the permission to accumulate property period) ..... **810** \$

Line 805 minus line 810 (if negative, enter 0) ..... **815** \$

**If line 815 is \$1,000,000 or less**

Multiply line 815 by 3.5% ..... **820** \$

**If line 815 is over \$1,000,000**

Line 815 minus \$1,000,000 ..... **825** \$

Line 825 multiplied by 5% ..... **830** \$

Line 830 plus \$35,000 ..... **835** \$

Enter the amount from line 820 or line 835. This is your charity's disbursement quota requirement for the current fiscal period ..... **840** \$

Total expenditures on charitable activities (line 5000 of your return) ..... **845** \$

Total amount of grants made to non-qualified donees (line 5045 of your return) ..... **850** \$

Total amount of gifts made to qualified donees (line 5050 of your return) ..... **855** \$

Add lines 845 to line 855 ..... **860** \$

Line 860 minus line 840. This is your charity's disbursement quota excess or shortfall for the current fiscal period ..... **865** \$

**If a shortfall exists (line 865 is negative), your charity can draw on disbursement excesses from the five previous fiscal periods to help it meet its shortfall. If no excesses are available to draw on, your charity can try to spend enough the following year to create an excess that it can carry back to cover the shortfall.**

**Step 2. Estimating the disbursement quota requirement for the next fiscal period**

Average value of property not used in charitable activities or administration prior to the next fiscal period (line 5910 from your return) ..... **870** \$

**If line 870 is \$1,000,000 or less**

Multiply line 870 by 3.5% ..... **875** \$

**If line 870 is over \$1,000,000**

Line 870 minus \$1,000,000 ..... **880** \$

Line 880 multiplied by 5% ..... **885** \$

Line 885 plus \$35,000 ..... **890** \$

**The amount shown at line 875 or line 890 is your charity's estimated disbursement quota requirement for the next fiscal period.**

TOGETHER AGAINST POVERTY SOCIETY  
ANNUAL BUDGET  
YEAR ENDING MARCH 31, 2025 (Sep 1, 2024 - Mar 31, 2025)

	2023-2024	2024-2025
<b><u>INCOME:</u></b>	<b>Estimated</b>	<b>Proposed</b>
Donations <sup>1</sup>	\$42,898	\$73,500
Advocacy - Law Foundation	\$504,154	\$440,000
Poverty Law - Law Foundation		\$0
Articling - Law Foundation		\$69,500
Co-Op Student - Law Foundation		\$15,000
Vacancy Control - Law Foundation		\$10,000
Nanaimo - Law Foundation		\$300,000
Tax Grant - DABC	\$31,878	\$77,500
United Way Advocacy	\$0	\$25,000
Gaming/Casino	\$144,168	\$115,000
Victoria Foundation		\$30,000
Ministry of Housing		\$150,000
Ministry of Social Development		\$30,000
Project Grants	See Below	See Below
New Horizons	\$0	\$0
Community Services Recovery Fund	\$10,500	\$0
CVITP Tax Grant	\$0	\$17,000
Grants General	\$0	\$8,000
Grants b/f		
CSRF		\$15,000
Miscellaneous Income, Interest, and Reimbursen	\$1,366	\$3,500
<b>TOTAL INCOME:</b>	<b>\$734,964</b>	<b>\$1,379,000</b>

**EXPENSES:**

Advertising (Branding and Marketing)	\$3,447	\$3,000
Bank Charges & Interest <sup>2</sup>	\$2,707	\$1,000
Dues & Licences (Organizational)	\$1,068	\$1,100
Professional Dues & Licences	\$5,371	\$9,000
Fund Raising Expenses	\$1,648	\$3,192
Insurance (Organizational)	\$560	\$1,000
Information Technology (IT)	\$370	\$2,000
Legal & Accounting	\$34,858	\$60,000
Legal Supervision	\$0	\$10,000
Volunteer Expense	\$808	\$1,500
Board Expense	\$1,220	\$1,500
Office Expense (Supplies) <sup>3</sup>	\$19,009	\$32,500
Professional Development	\$975	\$4,000
Property Taxes	\$14,025	\$23,000
Project Expenses	\$6,095	\$10,000
Rent <sup>4</sup>	\$74,941	\$129,669
Staff Expenses	\$2,299	\$2,500
Office Communications	\$12,108	\$12,000
Travel Expense	\$2,713	\$2,500
Wages	\$489,239	\$69,469
Wage Benefits	\$35,367	\$77,927
Health Benefits <sup>5</sup>	\$45,109	\$62,760
Worksafe BC Expense	\$5,129	\$6,000
<b>TOTAL EXPENSES:</b>	<b>\$759,066</b>	<b>\$1,425,617</b>
<b>CHANGE IN SURPLUS</b>	<b>-\$24,102</b>	<b>-\$46,617</b>

**Note 1** Fundraising and Union Contributions (including BCGEU contribution) have now been merged into donations

**Note 2** Bank charges and Interest were higher in YE 2023 due to change in AFT limits and CRA payment error

**Note 3** Office supplies is greater due to consolidation of accounts and also due to change in asset definition

**Note 4** \$70,968 for Victoria office and 58,700 for Nanaimo

**Note 5** Health benefits now includes Extended Health Benefits as well as Health Spending Account. Wage benefits is EI, CPP, and RRSP contributions

DATE OF MEETING JULY 16, 2025

AUTHORED BY COLIN DAL-SANTO

**SUBJECT QUARTERLY BUDGET TRANSFER REPORT**

## **OVERVIEW**

### **Purpose of Report:**

To advise the Finance and Audit Committee of any budget transfers requiring disclosure for the period 2025-JAN-01 to 2025-JUNE-30.

## **BACKGROUND**

The City's budget transfer policy requires disclosure of budget transfers that result in a new project over \$75,000 and at the discretion of the Director, Finance disclosure of budget transfers over \$100,000 or budget transfers that result in the delay or cancellation of a project.

This report covers Q1 and Q2 of 2025. |

## **DISCUSSION**

### **Beban Pool UV Sterilizers**

The Beban Pool UV Sterilizers Replacement Project was cancelled and \$60,000 was transferred to fund new and better equipment for the Beban Pool's sanitation. The new Beban Pool AutoPool Controllers and Wapotech Filtration System project is a replacement to the current UV sterilizers. Once the new chemistry controllers and wapotech systems are put into operation the pool will benefit from cost savings from the need of fewer chemicals and reduced power consumption to run the new system.

### **Westwood Lake Signage and Waste Receptacles**

The Westwood Lake Improvements Project required a budget transfer of \$168,600 for the addition of two key amenities for the park: accessible signage and waste receptacles. The new signage aids in setting a higher standard for signage in parks as it features braille and tactile mapping to help broaden the usability of the park for everyone. \$40,000 was allocated from the Parks and Facilities Accessibility and Inclusivity project with the remainder covered by the City's Project Contingency budget.

### **Rotary Bowl Pole Vault Relocation**

A budget transfer of \$126,900 was completed to accelerate a project from 2026 to 2025. The project was to move the location of the pole vault runway at the Rotary Bowl. In its previous location at the north end of the track, the runway was too close to the baseball field and there were risks of the athletes being struck by a foul ball during baseball practices and games. By moving the runway to the south end of the property the pole vault athletes no longer had to

schedule their practices around the baseball field use. The transfer came from resurfacing work for the Rotary Bowl High Jump project being delayed as well as a small portion coming from the City's Project Contingency budget.

### **City Wide Sewer Model**

A budget transfer of \$159,750 was completed in order to set up a City-Wide Sewer Model Project in 2025. The City's sewer model is maintained and updated by consultants and is a key tool used to assess the impacts of proposed developments and to inform sewer master plans. Sewer master plans help ensure that the sewer collection system can support both the existing population and future growth, ideally with minimal infrastructure upsizing and reduced long-term energy demands. The transfer was completed by cancelling the North Shore Catchment Master Plan which will be budgeted for again in a future year. |

## **FINANCIAL CONSIDERATIONS**

The additional funding for the above projects was funded by reallocating resources within the approved 2025-2029 Financial Plan. |

### **SUMMARY POINTS**

- Budget transfer funding was found within the approved 2025 budget.

### **Submitted by:**

Colin Dal-Santo  
Project Accountant |

### **Concurrence by:**

Dhanya Balachandran  
Manager, Financial Planning

Bill Sims  
General Manager, Engineering & Public Works

Darcie Osborne  
Director, Parks, Recreation & Culture

Wendy Fulla  
Director, Finance

Laura Mercer  
General Manager, Corporate Services