



AGENDA

FINANCE AND AUDIT COMMITTEE MEETING

December 13, 2017, 9:00 AM - 1:00 PM
Board Room, Service and Resource Centre,
411 Dunsmuir Street, Nanaimo, BC

Pages

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

- a. **KPMG Audit Planning Report**

6. **REPORTS:**

- a. **Community Engagement Task Force Mandate and 2018 Budget**

4 - 10

To be introduced by Sheila Gurrie, City Clerk.

Purpose: To provide Council with an update on the first public engagement pilot program session, to obtain direction from Council on the mandate for the Community Engagement Task Force, including clarification regarding the involvement of Council in the 2018 public engagement pilot program sessions, and to obtain Council approval for funding to support three public engagement pilot program events in 2018.

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

1. Provide direction on the mandate for the Community Engagement Task Force, including clarification regarding the involvement of Council in the 2018 public engagement pilot program sessions; and,
2. Approve a \$20,000 funding request in support of three public engagement events, spearheaded by the Community Engagement Task Force, in 2018.

b. Nanaimo Art Gallery Operating Grant 11 - 15

To be introduced by Bruce Anderson, Manager, Community & Cultural Planning.

Purpose: To present for Council's consideration a request for an annual operating increase of \$30,000 for the Nanaimo Art Gallery.

Delegation:

1. Julie Bevan, Executive Director, Nanaimo Art Gallery, to speak regarding Nanaimo Art Gallery.

Recommendation: That the Finance and Audit Committee recommend that Council approve a \$30,000 increase to the annual operating budget for the Nanaimo Art Gallery, commencing in 2018.

c. Social Planning Grant - 2018 Recommendations 16 - 21

To be introduced by Bruce Anderson, Manager, Community & Cultural Planning.

Purpose: To obtain Council approval for the 2018 Social Response and 2018 Community Vitality grant allocations.

Recommendation: That the Finance and Audit Committee recommend that Council approve the 2018 Social Response and the 2018 Community Vitality grant recommendations.

d. 2018 Culture & Heritage Grant Recommendations 22 - 28

To be introduced by Bruce Anderson, Manager, Community and Cultural Planning.

Purpose: To obtain Council approval for the 2018 Culture & Heritage Grants (Operating and Projects funding) to provide support to non-profit culture and heritage organizations.

Recommendation: That the Finance and Audit Committee recommends that Council approve the 2018 Culture & Heritage Grant funding (Operating and Projects) recommendations of \$330,052, as outlined in the report.

7. OTHER BUSINESS:

a. Delegation from Violet Hayes, Executive Director, Island Crisis Care Society 29

Violet Hayes, Executive Director, Island Crisis Care Society, to provide a presentation regarding the critical state of homelessness for women in our community.

b. 2018 - 2022 Financial Plan Workshop

8. QUESTION PERIOD:

9. PROCEDURAL MOTION:

That the Finance and Audit Committee proceed "In Camera" under *Community Charter* Sections 90(1):

(c) labour relations or other employee relations;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under Section 98 [annual municipal report];

(n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2); and,

Community Charter Section 90(2):

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

10. ADJOURNMENT:

DATE OF MEETING DECEMBER 13, 2017

AUTHORED BY SHEILA GURRIE, CITY CLERK

SUBJECT COMMUNITY ENGAGEMENT TASK FORCE MANDATE AND 2018 BUDGET

OVERVIEW

Purpose of Report

To provide Council with an update on the first public engagement pilot program session, obtain direction from Council on the mandate for the Community Engagement Task Force, including clarification regarding the involvement of Council in the 2018 public engagement pilot program sessions, and to obtain Council approval for funding to support three public engagement pilot program events in 2018.

Recommendation

That the Finance and Audit Committee recommend that Council:

1. Provide direction on the mandate for the Community Engagement Task Force, including clarification regarding the involvement of Council in the 2018 public engagement pilot program sessions; and,
2. Approve a \$20,000 funding request in support of three public engagement events, spearheaded by the Community Engagement Task Force, in 2018.

BACKGROUND

The Community Engagement Task Force (formerly known as the Community Engagement Committee) is an ad hoc committee formed in July of 2017. The group was formed under the direction of the following Council motion made at a Regular Council Meeting held on September 12, 2016:

“It was moved and seconded that Council direct Staff to prepare a report pertaining to starting and hosting informal community engagement and public conversation sessions, which must meet all procedural requirements, with the intent to further community engagement and public conversation by the accommodation of a regularly scheduled, open topic, facilitated dialog in a setting distinct from Council’s formal business meetings with the following parameters:

- An ad hoc committee of Staff, Council, and the public be struck to develop the format, schedule and launch of the initiative;
- Sessions will be held on a three-month schedule; and,
- After four sessions a review will take place with the intent to evaluate the successes, participation and accomplishments of the engagements.”

In July and August of 2017, five feedback sessions and an online survey aimed at examining and seeking public input on a number of different engagement models were held. After examining the information received from these sessions, the Community Engagement Task

Force began planning the first of four public engagement pilot program sessions, aimed at putting into practice methods of public engagement that the City had not used before.

The first public engagement pilot program session was held on 2017-NOV-23 at the Vancouver Island Conference Centre and was modelled after the Open Space Technology form of engagement. The feedback received from the public at this first of four sessions was extremely positive (see Attachment A). Three more sessions will be held in 2018, with the next session being planned for February. The Community Engagement Task Force is seeking clarification on how Council would like to be involved at these sessions.

The mission statement for the Community Engagement Task Force outlines the group's goal with this pilot program:

"Our mission is to work alongside fellow residents, City Council and Staff to design, implement and refine a community engagement pilot program which provides a clear and accessible means for citizens to discuss their thoughts and ideas with the community and its leaders.

Our goals and indicators of success are:

- Residents feel that they have influence in identifying which topics are important to them;
- Residents understand how to participate, and feel welcome and respected while doing so; and,
- Residents feel that their input is valued."

To plan for the next three public engagement pilot program events, Staff are asking for approval for a budget of \$20,000. Part of this budget would enable the inclusion of a form of online technology at these events, which is something that public feedback during the preliminary engagement process strongly supported.

OPTIONS

1. That the Finance and Audit Committee recommend that Council:
 1. Provide direction on the mandate for the Community Engagement Task Force, including clarification regarding the involvement of Council in the 2018 public engagement pilot program sessions; and,
 2. Approve a \$20,000 funding request in support of the three public engagement events, spearheaded by the Community Engagement Task Force, in 2018.
 - **Budget Implication:** A budget of \$20,000 would ensure resources are available for the three public engagement sessions in 2018, and enable an online component to be incorporated.
 - **Engagement Implication:** Supports Council's motion made on 2016-SEP-12 to encourage community engagement and public conversation through informal, open topic, facilitated sessions.
 - **Strategic Priorities Implication:** Supports community wellness, by facilitating discussions on topics of strong community interest.
 - **Political Implication:** Clarifies the role of Council in the public engagement pilot program sessions.
2. That the Finance and Audit Committee:

1. Recommends that Council direct Staff to proceed in an alternate direction with the Community Engagement Task Force.
2. Not recommend that Council approve the funding request in support of the three 2018 public engagement pilot program events.
 - **Engagement Implication:** Not supporting the original Council motion made on 2017-SEP-12 or providing adequate funding for the three 2018 public engagement pilot program events could jeopardize the success of the program and call to question Council's commitment to the mandate set before the Community Engagement Task Force.
 - **Political Implication:** Not supporting the work of the Community Engagement Task Force by changing their direction partway through the public engagement pilot program or denying funding for future public engagement sessions could be politically detrimental to Council.

SUMMARY POINTS

- The Community Engagement Task Force held their first public engagement event at the Vancouver Island Conference Centre on 2017-NOV-23 and received very positive feedback from the community.
- The Community Engagement Task Force is seeking clarification on how Council would like to be involved in the three public engagement pilot program sessions being planned for 2018.
- Staff recommend that the Finance and Audit Committee approve \$20,000 in funding for the 2018 public engagement pilot programs events

ATTACHMENTS

Attachment A: Public Engagement Pilot Program – Nov. 23 Feedback

Submitted by:

Sheila Gurrie
City Clerk

ATTACHMENT A

Public Engagement Pilot Program – Nov. 23 Feedback

Total feedback forms received: 31

1. Please rate your overall satisfaction with this event [scale of: 1 (dissatisfied) - 6 (satisfied)]

- 1) none
- 2) none
- 3) none
- 4) 3 participants
- 5) 20 participants
- 6) 8 participants

2. What did you like most/least about this event?

- Event location should be moved around – lots of venues available
- I believe that the process would be best served without Council or staff at tables
- Most: the open source format
- I was disappointed that the topics I was most interested in weren't discussed
- Engagement
- Very friendly
- Everyone was given the opportunity to speak
- Open discussion
- Most: the content of discussions
- Public engagement
- Most: Opportunity to listen to others views. Least: 0
- Good briefing at beginning to set the stage
- I liked hearing from people representing different interests/communities, etc. Not as much of a focus on solutions.
- Good dialogue. Opportunity for each person to speak
- Collaborate communication of various issues within Nanaimo community
- Most: format. Least: need more equitable facilitation (control extroverts)
- Most: Informal structure/opportunity to speak. Coffee/cookies. Engineers/managers came! Least: Should be better advertised! Need more input
- I think you did well
- All the interesting problem solving ideas.
- Not enough time with sessions.
- Most: I felt like my opinion mattered. Citizens need to feel like they are involved rather than passive participants
- Great interchange of views
- Interesting format! Fun event, with opportunities to share opinions with members of my community on a variety of potent, current issues.
- Opportunity to speak to what is important. Need to have discussions about local food production

ATTACHMENT A

Public Engagement Pilot Program – Nov. 23 Feedback

- Very engaged conversations, diverse audience to engage with. Very disappointed that Council didn't really show up for this inaugural event – doesn't bode well for engagement
- I liked hearing from people who had similar concerns.
- Open dialogue. Not enough time
- I was pleased to see a democratic decision-making process about what the focus group topics were. I think open-dialogue allowed folks to share grievances and challenges freely, but solutions were less common than the problem – which is a fair place to start!
- Wish it was longer. Loved the different format. Enjoyed meeting & talking with all there.
- Some excellent facilitation and very insightful table discussion by participants. Some poor facilitation and poor balance of discussion of policy/versus specific projects.

3. Do you have comments or suggestions to help us in the planning or operation of the next pilot program community engagement event?

- Need an online commentary, vote, etc. mechanism
- Narrow the focus under each topic. Recycling – we had a city staff person which had good & bad points: Good) he got to hear what people had to say, got a sense of how we feel. Bad) session became a Q&A, leading us to not have meaningful dialogue and idea generation.
- Action!
- I would like an email or online evening
- Have it in February
- Following up session to report on any possible actions resulting from public input.
- This event was well thought through and co-ordinated. I really enjoyed it.
- Let's take 5 topics and try specific solutions.
- Advertise to more young people
- I would like more hands on facilitation eg: grabbing onto solution based comments and focusing discussions to that (love the students – this is difficult!)
- More non-profit organization, counsellors, Council and first nation entities participating
- Do the same thing. Invite some keynotes like John Horne.
- More tables for popular topics
- Longer times to discuss each topic.
- What is the plan for using all the information being gathered at these sessions? Is there going to be a practical outcome for the information gathered?
- Facilitators at each table should be vibrant. Time discussions
- Well done.
- Face-to-face communication with other community members is valuable. Refreshments appreciated!
- Since it is Council who need to support initiatives going forward, I would like to see more Councillors showing support for what people are saying.
- Less topics more thorough discussion

ATTACHMENT A

Public Engagement Pilot Program – Nov. 23 Feedback

- Next session should focus on determining the potential viability of possible solutions to the challenges presented tonight. Working with models that have worked in other places and building/expanding on them could be a valuable springboard.
- It was very well done especially for a pilot.
- More rigorous training of facilitators, recorders. Perhaps it was the nature of the 3rd-20 session but facilitators seemed to have attitude of “heard & seen it all before” or were pushing their opinions.

4. How did you hear about this event?

1. Newspaper – 8 participants
2. Printed poster – none
3. Word of Mouth – 9 participants
4. Facebook – 11 participants
5. Twitter – 1 participant
6. Facebook event – 9 participants
7. City Facebook Page – 5 participants
8. City Twitter Account – none
9. City Website – 4 participants
10. Other – 3 participants (Pam; email; friend)

5. How much do you agree with the following [scale of: 1 (dissatisfied) - 6 (satisfied)]:

“I felt that I had influence in identifying which topics are important to me.”

- 1) none
- 2) none
- 3) none
- 4) 6 participants
- 5) 15 participants
- 6) 9 participants

“I understood how to participate, and felt welcome and respected while doing so.”

- 1) none
- 2) none
- 3) 1 participant (filled in 3 and 4)
- 4) 2 participants (one filled in 3 and 4)
- 5) 13 participants
- 6) 16 participants

“I felt that my input was valued.”

- 1) none
- 2) none
- 3) none
- 4) 5 participants
- 5) 12 participants

ATTACHMENT A

Public Engagement Pilot Program – Nov. 23 Feedback

6) 13 participants

6. Which area of Nanaimo do you live in? (And how can we contact you?)

- Departure Bay
- Downtown area
- Hospital area.
- Harewood (Fairview)
- Downtown
- Ashlar Ave.
- University Heights
- Downtown
- Harewood
- North
- North end.
- Near the university
- South – Harewood
- Harewood
- Haliburton.
- Departure Bay
- Harewood
- Downtown – Cameron Island
- Downtown – Stewart
- Quarterway Area near hospital
- Outside Nanaimo
- Rocky Point
- Downtown
- Westwood
- Harewood
- Downtown
- South end
- Harewood / South end
- Central – Country Club.
- Stephenson Point

7. What is your age?

under 18)	none
18 - 34)	4 participants
35 – 49)	5 participants
50 – 64)	14 participants
65 or older)	8 participants

Staff Report for Decision

DATE OF MEETING DECEMBER 13, 2017

AUTHORED BY BRUCE ANDERSON, MANAGER, COMMUNITY & CULTURAL PLANNING

SUBJECT NANAIMO ART GALLERY OPERATING GRANT

OVERVIEW

Purpose of Report

To present for Council's consideration a request for an annual operating increase of \$30,000 for the Nanaimo Art Gallery. |

Recommendation

That the Finance and Audit Committee recommend that Council approve a \$30,000 increase to the annual operating budget for the Nanaimo Art Gallery, commencing in 2018.

BACKGROUND

The Nanaimo Art Gallery has requested a \$30,000 increase to the annual operating funding the City provides to the gallery. The request is based on a commitment provided to the Nanaimo Art Gallery by the City in 2013 to support the relocation of the gallery to the downtown and to allow for the transition of the art gallery operations, as well as preparations for future expansion of the gallery. The City currently has a Co-Management Agreement with Nanaimo Art Gallery for the period 2013-2023, through which the City provides the art gallery with a facility, as well as maintenance and operations funding, in exchange for provision of a public art gallery and management (including tenant management of arts groups) and operations of the building.

On 2013-DEC-02, Council authorized a Management Agreement between the City and the Nanaimo Art Gallery for the art gallery located downtown at 150 Commercial Street. Council endorsed the proposed phased development plan, providing initial Phase One capital funding of \$50,000 for renovations to the 150 Commercial Street building, and also agreed to additional operating funding in the amount of \$30,000 per year for the Nanaimo Art Gallery.

As part of the Phase Two consolidation of the gallery at 150 Commercial Street, Council approved an additional \$30,000 annual increase in operations funding in the 2014 budget.

According to the phased development plan, the Art Gallery is working on Phase Three of the plan and as part of this phase, an additional \$30,000 operating funding would be provided by the City. The original plan was to see relocation of the arts tenants from the building. However, the Art Gallery has been successful in achieving funding to allow renovations to both meet the art gallery needs and retain the arts tenants in the building. The Nanaimo Art Gallery has indicated they intend to focus their efforts now on building organizational capacity, strengthening community connections, demonstrating leadership in artistic achievement and innovations, and maximizing the potential of the current space at 150 Commercial Street. Research toward a future goal of expansion is being continued by gallery staff (Attachment A). |

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve a \$30,000 increase to the annual operating budget for the Nanaimo Art Gallery, commencing in 2018.
 - **Budget Implication:** The proposed increase will add \$30,000 to the annual operating budget for the Nanaimo Art Gallery; commencing in 2018.
 - **Strategic Priorities Implication:** The additional operating funding for the gallery supports the goal of Cultural Vitality in Council's Strategic Plan Update.
2. That Council provide alternate direction.

SUMMARY POINTS

- The Nanaimo Art Gallery is requesting a \$30,000 annual operating fund increase to support Phase Three efforts to provide a public art gallery in the downtown.
- The recommendation to provide the funding increase reflects both the commitment to the Nanaimo Art Gallery by the City, the successful transition of the art gallery in the downtown, and the future opportunities to enhance the service provided to the Nanaimo community.

ATTACHMENTS

ATTACHMENT A – Nanaimo Art Gallery: Realizing Our Vision

Submitted by:

Bruce Anderson
Manager
Community & Cultural Planning

Concurrence by:

Dale Lindsay
Director
Community Development

ATTACHMENT A

Nanaimo Art Gallery: Realizing our Vision

Background on Facility Development Plan

Since 2013, Nanaimo Art Gallery's physical spaces have been transformed to become increasingly professional, welcoming and flexible. The Gallery's phased plan for facility development at 150 Commercial Street is designed to make our place a destination and an anchor in the heart of downtown Nanaimo, an accessible community meeting place, and a well-used space for reflection, dialogue, lively social interaction, learning and work.

Until May 2015, the Gallery operated two locations: the purpose-built space on campus at Vancouver Island University (VIU) where the society had operated since 1976, and a satellite location (opened in 1999) in the City-owned building at 150 Commercial Street downtown.

In 2009, with community input, our organization developed an ambitious vision for a new Nanaimo Art Gallery. In 2012/13, we developed a three-phase plan for facility development at 150 Commercial Street, the City-owned building where the Gallery leased space. This was refined through consultation with local organizations, widely supported by the community and unanimously endorsed by Mayor and Council in 2013.

As part of **Phase 1**, in 2014, the Gallery and the City entered into a 10-year Co-Management Agreement for the operation of the entire building at 150 Commercial Street, which included increased financial investment in the operation of the Gallery by the City. That year, we leveraged a \$50k contribution from the City to receive matching funds from The Province of British Columbia, and with a grant from ArtsVest and major in-kind contributions, we undertook a Phase 1 renovations to improve our exhibition space (which was built as a bank in the 1960s), and expand our footprint in the building to create Art Lab, our dedicated space for learning. We entered into multi-year agreements with tenants on the lower floor of the building including other professional arts organizations: Vancouver Island Symphony, Nanaimo Archives, Crimson Coast Dance, and TheatreOne.

As part of **Phase 2**, we shifted our relationship with Vancouver Island University and left the campus building to amalgamate services and staff downtown. We continue to use a small storage facility on campus for the Gallery's art collection, for which we hold a licence agreement through 2020. Phase 2 was fully realized in early 2017, with the completion of renovations including the removal of bulkheads and installation of new LED lighting in our exhibition space, construction of storage for the collection, and renewal of a space in the building shared by the Gallery and the other arts groups who reside here. Once again, the Gallery successfully leveraged investment from the City and was awarded capital project grants from BC Arts Council, the Government of Canada through Canadian Heritage, The Province of British Columbia. Contributions from the Gallery's membership, and generous in-kind contributions were essential to our ability to successfully realize the project on time and on budget.

Phase 3 involves a building expansion on site at 150 Commercial. Following our *Impact 2021 Strategic Plan*, over the next few years our team at the Gallery is focused on building organizational capacity and investing in people and relationships, strengthening community connections, demonstrating leadership in artistic achievement and innovation, maximizing the potential of our current space at 150 Commercial Street, and building diverse, sustainable streams of revenue to support our efforts. Members of our team are actively undertaking research towards the future goal of expansion and following along closely with museum and gallery building projects currently underway in BC and across the country.

Support in 2018 to Continue Building our Communities Through Art

The City of Nanaimo is one of the Gallery's most important partners. Annual operating investment from the City is leveraged by the Gallery—it is crucially important and helps bring funding from provincial and federal agencies to Nanaimo, which makes our service to the community possible. Our proposal to the City in 2013 included three incremental increases of \$30k to our operating investment, in order for the Gallery to gradually and thoughtfully build

organizational capacity alongside the changes to our physical spaces and new program development. Two of the three increases have been received as planned, and our team at the Gallery requests that that third increase of \$30k will be approved for 2018. This funding will replace one-time special project awards we received in 2016 and help embed new ways of working, and new collaborations and new roles for the Gallery in the community.

As a non-profit and federally registered charity, our operating revenue is as follows:

2017 TOTAL REVENUE - \$667,110

Public Sector - 75% (City of Nanaimo 19%; Provincial sources 34%; Federal sources 19%; school board subsidies)

Earned - 18% (program registration, membership, The Gallery Store, etc)

Private - 7% (corporate sponsors, private donors)

Recent Notable Successes for the Gallery and for Nanaimo

- the Gallery was awarded funds to establish the year-long part-time position Indigenous Education Coordinator. Creating this position is one of the ways the Gallery is responding to the Calls to Action of the Truth and Reconciliation Commission of Canada, and working to build better understandings and relationships between Indigenous and non-Indigenous communities in our region. Extending this position to continue the work is a priority
- in 2017 the Gallery was awarded “Arts Organization of the Year” by Chamber of Commerce at the Business and Community Achievement Awards; in 2017, the Gallery’s contemporary art immersion program for teens, *Dazzle Camouflage* was celebrated as a nominee for the British Columbia Museum’s Association “Innovations Award”
- *Black Diamond Dust*, the Gallery’s first major book was co-published by Sternberg Press in Berlin and is being distributed internationally; this is the first of a three book agreement with Sternberg, a prestigious international publisher of art books, and an important way that the Gallery is sharing the unique cultures of our region with the world. Our second book, *The Mill*, explores our relationship to the forest and is in development for release by early 2019.
- in 2017, the Gallery commissioned a new outdoor artwork by acclaimed artist Marianne Nicolson for the Wharf Street façade of our building. Designed specifically to respond to our site in close proximity to the harbour, the work shares histories of our province and raises questions about our relationship to land. Nicolson is a Victoria-based artist, linguist and anthropologist of Scottish and Dzawaḏʷenuxw First Nations descent.
- in the last school year, the Gallery delivered programs to 11,842 children across three school districts through TD Artists in the Schools. These programs foster critical thinking, develop technical skills, and confidence in each student’s creative potential.
- the Gallery’s impact—social, cultural, economic—has grown significantly since 2013 and we have received local, national and international attention. We have been able to invest in people—growing our team (5 full-time, 5 part-time staff), and paying artists (over 85 last year) according to national standards for exhibitions, public talks, workshops and other work. We have invested in exhibitions and education, developed new, popular

programs, including programs for children and teens, developed new partnerships and taken longstanding relationships in new directions. Exhibitions and programs regularly attract visitors from across Vancouver Island and the mainland, and members of our team are recognized provincially and nationally as leaders in our sector and contribute to initiatives that benefit our community here in Nanaimo and much further beyond.

About the Gallery

Nanaimo Art Gallery is located in the heart of downtown Nanaimo on the traditional territory of the Snuneymuxw First Nation. Founded in 1976, the Gallery enhances the cultural environment of Vancouver Island, serving a regional population base of approximately 225,000, through exhibitions, education, and outreach that encourages active public involvement with the visual arts. Our audience includes those working in resource-based industries and small business, a large retirement community, diverse Indigenous communities, a university with regional and international students, the arts community, and families including children and teens. In 2017, the Gallery celebrates 40 years of service to the community.

The Gallery presents excellent contemporary exhibitions by artists and dynamic public programs that explore ideas inside our walls and at sites across the region. Exhibitions are deeply connected to our context on Vancouver Island and to issues that resonate globally—local artists are set in dialogue with national and international practices. At Art Lab, our dedicated space for learning, we offer a year-round program of innovative workshops, talks, and hands-on activities for children, teens and adults including *Dazzle Camouflage*, *Code Switching*, *Saturday Studio* and *Open Session*. In 2017, all of our exhibitions and programs explore the question, *what does it mean to live on an island?* The Gallery maintains a growing collection of art and holds works by significant artists from BC. Since 2013, the Gallery has received over 75 significant artworks donated by regional collectors and by artists. The Gallery has also acquired a number of important works by BC artists through purchase, including works by Sonny Assu, Brendan Tang, Kerri Reid and Krista Belle Stewart.

Each year, over 10,000 children in three school districts participate in our TD Artists in the Schools program, which ignites creativity, develops technical skills, and fosters a life-long love of art. We operate The Gallery Store, which contributes to the livelihood of artists and artisans in our region. Having accomplished the major goals set out in our last strategic plan (2011-15), our team collaborated to design a vision for the next five years. Our *Impact 2021 Strategic Plan* is available online.

Vision: Inspiring and challenging our community through art.

Mission: Our public art gallery is a welcoming place of enlightenment, enjoyment, and education. It is a focal point for the community. Through exhibitions, programs, and our growing art collection, we explore the boundaries of artistic imagination, with and for the people of Nanaimo, the region and beyond.

Values: Innovation: we are at the forefront of creativity with quality programs and exhibitions; Collaboration: we work in partnership with others in the community; Stewardship: we preserve and promote our artistic resources responsibly and with leadership; Excellence: we maintain a high level of programming and professionalism; Advocacy: we raise community awareness about the importance of visual art; Accessibility: we make art a stimulating experience for everyone.

Staff Report for Decision

DATE OF MEETING DECEMBER 13, 2017

AUTHORED BY JOHN HORN, SOCIAL PLANNER

SUBJECT SOCIAL PLANNING GRANTS – 2018 RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain Council approval for the 2018 Social Response and 2018 Community Vitality grant allocations.

Recommendation

That the Finance and Audit Committee recommend that Council approve the 2018 Social Response and the 2018 Community Vitality grant recommendations.

BACKGROUND

Each year since 2001, the City of Nanaimo allocates two social planning grants; the Social Response grants and the Community Vitality grants; providing a total of \$85,000 annually to non-profit societies and/or recognised faith groups to address social issues affecting Nanaimo residents.

The City issued a call for proposals for the 2018 social planning grants with a submission deadline of 2017-NOV-30. Eight (8) applications were received for the Social Response grants and ten (10) applications were received for the Community Vitality grants, representing a total funding request of \$234,060. Staff reviewed eligible applications relative to the grant guidelines, and recommend allocating a total of \$85,000 to ten (10) applicants.

2018 Community Vitality Grants

Organization	Project	Request	Recommended
Nanaimo Family Life Association	Vulnerable Youth Art Project	\$10,000	\$10,000
Pacifica Housing	Housing Hub Feasibility Assessment	\$5,000	\$5,000
Nanaimo Community Kitchens Society	Bellies to Babies and Beyond	\$4,000	\$4,000
Radio Malaspina Society (CHLY)	CHLY Community Services Board	\$5,500	\$3,500
South End Community Association	Miner's Picnic	\$2,500	\$2,500

2018 Community Vitality Grants (continued)

Organization	Project	Request	Recommended
First Unitarian Fellowship of Nanaimo – Weather Shelter	Far From Home Educational Program	\$6,300	\$0
Nanaimo BMX	Track rebuild	\$10,000	\$0
NARSF Programs Ltd.	DU2 Nanaimo Save Yours	\$2,400	\$0
V.I. Integrated Counselling Society	Harewood Walk-in Counselling Clinic	\$2,000	\$0
Wellington Action Committee (WAC)	Community Benches	\$10,000	\$0
Total Requested		\$57,700	\$25,000
Total Available		\$25,000	\$25,000

2018 Social Response Grants

Organization	Project	Request	Recommended
Nanaimo Women's Resource Society	Youth Partnership Program Coordinator	32,000	\$32,000
The Men's Centre	Boots to Suits	\$53,000	\$15,000
Pacific Housing	Peer Support Work Program	10,000	\$5,000
Nanaimo Foodshare	Seniors Food Engagement Project	\$17,210	\$5,000
St. Andrew's Presbyterian	Community Lunch Program	\$3,000	\$3,000
Tillicum Lelum	How Nuq Youth Camp 2018	\$5,000	\$0
Nanaimo Citizens Advocacy	Street Outreach Advocacy	\$31,150	\$0
Legion Branch 10	Kitchen Upgrade	\$25,000	\$0
Total Requested		\$176,360	\$60,000
Total Available		\$60,000	\$60,000

OPTIONS

1. That the Finance and Audit Committee recommend that Council approve the 2018 Social Response and the 2018 Community Vitality grant recommendations.
 - **Budget Implication:** The recommendations do not exceed the total available budget of \$85,000 for the 2018 Social Planning grants.
 - **Strategic Priorities Implication:** The Social Response and Community Vitality grant allocations are consistent with the strategic priorities established for the Social Planning grant program and with the City's *Community Value* of social equity.
2. That the Finance and Audit Committee provide alternative funding recommendations. |

SUMMARY POINTS

- The City received eighteen (18) eligible applications with a total request of \$234,060 for the Social Response and Community Vitality grant programs.
- The total Social Planning grant program budget for 2018 is \$85,000. It is recommended that \$85,000 be allocated to ten (10) applicants. |

ATTACHMENTS

ATTACHMENT A – Social Planning Grant Program – Grant Guidelines & Criteria

Submitted by:

John Horn
Social Planner |

Concurrence by:

Bruce Anderson
Manager
Community and Cultural Planning |

ATTACHMENT A

City of Nanaimo Social Planning Grants



Guidelines & Criteria

2018 Deadline:

4:00 p.m., Thursday, November 30, 2017

For more information, please contact Community & Cultural Planning at 250-755-4464 or socialplanning@nanaimo.ca.

Introduction

The City of Nanaimo recognizes the importance of fostering a socially sustainable community that nurtures a caring, healthy, inclusive and safe environment, and which empowers all of its citizens to realize their aspirations. The Social Planning function, housed within the Community and Cultural Planning section, has a mandate to support initiatives and actions that further the community's social objectives.

Purpose

The purpose of the Social Planning grant program is to assist organizations in responding to issues of a social nature with initiatives that enhance social cohesion, address the root causes and effects of poverty, contribute to the vitality of our community and foster social inclusion and social equity.

Eligibility Criteria

Organizations applying for funding must be based in Nanaimo and/or be proposing a project that primarily serves Nanaimo residents.

The following types of organizations are eligible to apply:

- A non-profit society incorporated under the BC Provincial Societies Act or federally designated as a registered charity ;
- A recognized religious group with ongoing activities and a congregation; or,
- A neighbourhood association recognized by the municipality.

Strategic Priorities

The City of Nanaimo's strategic funding priorities for the Social Planning Grant program are as follows:

- Social Equity (e.g. Projects addressing issues related to poverty or social exclusion)
- Community Diversity (e.g. Projects that support multiculturalism and the integration of newcomers)
- Community Wellness (e.g. Projects addressing the social determinants of health)
- Vibrant Neighbourhoods (e.g. Projects that build community by enhancing social connectivity)

Project proposals should respond to one or more of the above categories.

Grant Categories

There are two categories of Social Planning Grants, which are allocated on an annual basis:

- **Social Response Grants** (previously the Social Development Grant Program)
Intended for initiatives and projects of a more significant scope. The total budget available for this category is \$60,000; individual applications for up to \$60,000 will be accepted.
- **Community Vitality Grant** (previously the Community Service Grant Program)
Intended for projects of a smaller scale. The total budget available for this category is \$25,000; individual applications for up to \$10,000 will be accepted.

Ineligible Projects

Funds from the Social Planning Grants may not be used for the following purposes:

- Ongoing operational expenses incurred during the normal course of business;
- Projects occurring outside the City of Nanaimo; or
- Payment of pre-existing debts.

Projects will not be funded for more than two consecutive years in a row.

Application Review Criteria

30% - Merit

Proposal quality, project alignment with organization's mandate, community support

40% - Relevance/Feasibility

Does project reflect City's identified priorities?

What is the capacity and demonstrated ability of applicant?

30% - Potential Impact

How many will be impacted? How great the impact? How critical is the issue being addressed?

Grant Process

Applications will be received and reviewed by the Social Planning section, and recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo's City Council for approval. Once disbursed, funding must be spent within the next twelve (12) months and a report provided at project completion or at the end of the twelve month period, whichever comes first.

Staff Report for Decision

DATE OF MEETING DECEMBER 13, 2017

AUTHORED BY CHRIS BARFOOT, CULTURE & HERITAGE COORDINATOR

SUBJECT 2018 CULTURE & HERITAGE GRANT RECOMMENDATIONS

OVERVIEW

Purpose of Report

To obtain Council approval for the 2018 Culture & Heritage Grants (Operating and Projects funding) to provide support to non-profit culture and heritage organizations.

Recommendation

That the Finance and Audit Committee recommends that Council approve the 2018 Culture & Heritage Grant funding (Operating and Projects) recommendations of \$330,052, as outlined in the report.

BACKGROUND

Staff reviewed the applications against the program eligibility and assessment criteria and made funding recommendations for the eligible 2018 Culture & Heritage Grant (Project and Operating) applications.

A total of 16 eligible Project Grant applications and 22 eligible Operating Grant applications were received prior to the 2017-OCT-16 deadline, requesting a total of \$401,470. A total budget of \$330,052 is available for the 2018 Culture and Heritage Grants (Project and Operating).

It was recommended that \$40,369 be allocated for Project Grants and that \$289,683 be allocated for Operating Grants for a total of \$330,052 based on the Eligibility and Assessment criteria for each funding stream described below.

At the 2014-MAR-20 Council meeting, Council approved an increase to Operating funding, \$2.30 to \$3.00 per capita over a period of three years (\$289,683 in 2018) and an increase to Project funding by 10% annually for five (5) years (\$40,369 in 2018), which began in 2015.

2018 Applications Received for Project Grants

ORGANIZATION NAME	PROJECT NAME	REQUEST	RECOMMENDATION
Crimson Coast Dance Society	Digital Outreach Strategy	\$1,500	\$1,085 *17.5%
Federation of British Columbia Writers	In Our Own Words	\$4,325	\$2,530 *13.09%
Harbour City Jazz Society	JazzFest 2018	\$2,000	\$1,700 *9.71%
Nanaimo African Heritage Society	Capacity Building	\$1,806	\$1,030 *12.12%

2018 Applications Received for Project Grants (continued)

ORGANIZATION NAME	PROJECT NAME	REQUEST	RECOMMENDATION
Nanaimo Arts Council	Coal and Wood	\$5,000	\$2,690 *12.87%
Nanaimo Ballroom Dance Society	Island Fantasy Ball Dance Competition	\$6,000	\$4,176 *4.43%
Nanaimo International Jazz Festival Association	Four Piano Jazz Concert	\$2,000	\$1,330 *16.63%
Nanaimo International Jazz Festival Association	Nanaimo Jazz Festival Orchestra	\$4,000	\$2,730 *17.06%
Nanaimo International Jazz Festival Association	Three-Day Jazz Festival	\$21,000	\$6,336 *7.45%
Nanaimo Literacy Association	BookFest – Vancouver Island Children’s Book Festival	\$3,297	\$3,244 *8.40%
Nanaimo Literacy Association	Six to Celebrate	\$1,000	\$820 *20.42%
Nob Hill Community Association	Wisteria Lane Artwork	\$6,500 **50%	\$300 *2.30%
Pacific Coast Stage Co.	Nanaimo Fringe Festival	\$10,828	\$7,480 *16.84%
Pacific Institute of Bagpiping and Celtic Music Society	The Pacific Gael Youth Band	\$2,000	\$1,700 *20.00%
South End Community Association	Miner’s Heritage Picnic	\$1,795	\$1,365 *18.03%
Upper Island Musical Festival Society	90 th Anniversary Dance and Honour Performance	\$2,000	\$1,853 *9.45%
TOTAL		\$75,050	\$40,369

*Percentage of the request to overall project budget

**Exceeds allowable amount with funding from other sources not visible in application

2018 Applications Received for Operating Grants

ORGANIZATION NAME	REQUEST	RECOMMENDATION
A Capella Plus Choral Society	\$3,500	\$2,600 *10.00%
Crimson Coast Dance Society **	\$23,900	\$23,900 *9.07%
Friends of Nanaimo Jazz Society	\$5,000	\$4,667 *22.22%
Heart of the Island Chorus	\$3,000	\$2,133 *10.70%
Hub City Cinema Society	\$10,500	\$6,500 *15.33%
Island Bel Canto Singers	\$2,000	\$1,333 *9.80%

2018 Applications Received for Operating Grants (continued)

ORGANIZATION NAME	REQUEST	RECOMMENDATION
L 'Association des francophones de Nanaimo	\$30,000	\$19,690 *7.01%
Mid Island Metis Nation Association	\$15,000	\$9,833 *13.11%
Nanaimo African Heritage Society	\$5,000	\$4,094 *11.24%
Nanaimo Arts Council	\$28,000	\$25,744 *22.98%
Nanaimo Chamber Orchestra	\$4,950	\$4,200 *20.00%
Nanaimo Concert Band Society	\$8,000	\$7,083 *22.01%
Nanaimo Conservatory of Music **	\$18,500	\$18,500 *4.60%
Nanaimo Literacy Association	\$3,840	\$3,067 *0.78%
Nanaimo Tidesman	\$3,000	\$2,333 *4.37%
Radio Malaspina Society	\$7,500	\$2,667 *2.18%
Theatre One **	\$42,900	\$42,900 *15.29%
The Island Consort Society	\$1,430	\$1,167 *18.74%
The Pacific Institute of Bagpiping and Celtic Music Society	\$2,500	\$2,438 *12.19%
Vancouver Island Symphony **	\$87,400	\$87,400 *11.25%
The Wordstorm Society of the Arts	\$3,500	\$3,267 *18.88%
Western Edge Theatre Society	\$17,000	\$14,167 *10.01%
TOTAL	\$326,420	\$289,683

*Percentage of the request to overall operating budget

**3 year funding (3rd year)

OPTIONS

1. That the Finance and Audit Committee recommends that Council approve the 2018 Culture & Heritage Grant funding (Operating and Projects) recommendations of \$330,052, as outlined in the report.

- **Budget Implication:** The recommendations do not exceed the total available budget of \$330,052.
 - **Policy Implication:** The Culture & Heritage Grant Program implements the goals of the *2014-2020 Cultural Plan for a Creative Nanaimo*.
 - **Strategic Priorities Implication:** Community Building Partnerships: The City of Nanaimo wants to work with the arts, culture and heritage sector in providing cultural experiences for residents and visitor that enhance the quality of life and create community. As part of the creative sector, arts, culture and heritage organizations contribute \$93 million in direct economic benefit to the community. Through collaboration with the arts, culture and heritage sector, we promote and celebrate Nanaimo's uniqueness and cultural vitality to residents and visitors.
2. That the Finance and Audit Committee provide an alternate direction to the allocation of the 2018 Culture & Heritage Grants (Project and Operating).
- **Process Implication:** This would delay the process, and affect the organizations' operations and upcoming projects.

SUMMARY POINTS

- A total of 16 eligible Project Grant and 22 eligible Operating Grant applications were received with a total request of \$401,470 for the 2018 Culture & Heritage Grants (Project and Operating).
- A recommendation for the allocation of \$330,052 to the eligible organizations and projects, which is 100% of the approved 2018 Culture & Heritage Grant program budget.
- All eligible applicants have been recommended to receive funding through the Culture & Heritage Grants (Project and Operating).
- There are four organizations currently receiving three (3-year funding) with one applying to be added in 2018.

ATTACHMENTS

ATTACHMENT A – Project and Operating Grant Assessment Criteria

ATTACHMENT B – Three-Year Funding Criteria

Submitted by:

Chris Barfoot
Culture & Heritage Coordinator
Community and Cultural Planning

Concurrence by:

Bruce Anderson
Manager
Community and Cultural Planning

ATTACHMENT A

Project Grants Eligibility Criteria

Groups must:

- be based in Nanaimo and incorporated in good standing (provincially/ and or federally) as a non-profit Canadian arts, culture or heritage organization with a mandate to serve the public;
- be in operation for a minimum of one year;
- have successfully produced and documented as least one prior project or event;
- show evidence of support from other sources (public and/ or private, cash and/or in kind); and
- new and emerging groups will be evaluated on a case-by-case basis.

Eligible projects fall into four main areas:

- Events (i.e. public events and community arts, culture and heritage projects that animate the downtown core and/or community neighborhoods).
- Festivals (i.e. recurring and one-off culture and heritage festivals).
- Collaborations and Partnerships (i.e. special projects that are based upon collaborations and partnerships with other culture and heritage or cross-sector organizations (public and private, non-profit and for-profit).
- Organizational Capacity Buildings (i.e. capacity building initiatives that seek to advance the organizational capacity and long term sustainability of the organization).

Project Grant Assessment Criteria

(40%) MERIT:

- quality of proposed project, participating artists and/or contributors;
- the degree to which proposed activities are innovative or distinctive; and
- the degree to which the proposed project has community support.

(40%) RELEVANCE / FEASIBILITY:

- activities that reflect the strategic priorities of the City and *2014-2020 Cultural Plan for a Creative Nanaimo*;
- planning and administrative skills to effectively underpin the proposed project; and
- provision of realistic proposed budgets with diversified sources of revenue.

(20%) POTENTIAL IMPACT:

- public impact in terms of providing rich experiences and learning opportunities that build appreciation for and connection to arts, culture and heritage;
- economic impact in the community, contribution towards the health and vitality of the arts, culture and heritage sector; and
- potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings locally and regionally.

Operating Grant Eligibility Criteria

Organizations must:

- be based in Nanaimo and incorporated in good standing (provincially and/or federally) as a non-profit Canadian arts, culture or heritage organization with a mandate to serve the public;
- be in operation for at least three years;
- offer year-round operation / seasonal public programming and/or services to artists; and
- show evidence of support from other sources (public and / or private).

Eligible activities include proposed programs of work (one or three years) will comprise of multiple activities that fall into the main areas of public programming, audience development, administrative and promotion:

- arts, culture and heritage offerings, public engagement and community outreach initiatives;
- special administrative activities that advance strategic and organizational capacity;
- specific initiatives that foster collaborations and partnerships with other organizations (public and private, non profit and for-profit);
- specific ongoing administrative and programming activities that demonstrate they meet the objectives of the program (i.e. no longer compensate for deficits).

Operating Grants Assessment Criteria

(40%) MERIT:

- quality of proposed programming activities, participating artists and/or contributors;
- alignment of proposed activities and goals with the organization's mandate, vision and mission;
- degree to which proposed activities are innovative and / or degree to which proposed activities have community support; and
- alignment with program outcomes.

(40%) RELEVANCE / FEASIBILITY:

- activities that reflect the strategic priorities of the City and furthers the *2014-2020 Cultural Plan for a Creative Nanaimo*;
- organizational capacity, governance and administrative skills to effectively underpin the organization and its proposed activities;
- financial health of the organization, as demonstrated by financial statements and provision of realistic proposed budgets with diversified sources of revenue; and
- the degree to which the organization can effectively generate and participate in partnerships and collaborations with other organizations and community groups and artists.

(20%) POTENTIAL:

- public impact in terms of providing rich experiences and learning opportunities that build appreciation for the connection to arts, culture and heritage;
- benefits to participating artists in terms of opportunities and professional services provided; and potential for advancing their work or career;
- economic impact in the community, contribution towards the health and vitality of the arts, culture and heritage sector; and
- potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings locally, regionally, nationally, and internationally.

ATTACHMENT B

Eligibility for Three-Year Operating Funding

Three-year funding is available to established not-for-profit professional culture and heritage organizations that have been in existence for at least four years. In order to be eligible, applicants must have received at least one annual grant through the City of Nanaimo's Culture & Heritage Funding Program. The organization must have an arts, culture and heritage mandate should this funding be removed, be recognized for excellence in their artistic discipline, provide annual programming to the community, demonstrate long-range financial stability on a year-round basis, be able to articulate long-term artistic visioning and planning, and receive operating funding from the provincial and/or federal level.

Definition of Professional Organization

A "professional organization" is defined as organizations that employ professional artists, pay industry standard artist fees, and have paid administrative staff.

Delegation Request

Violet Hayes, Executive Director, Island Crisis Care Society, has requested an appearance before Council.

The requested date is December 14, 2017.

The requested meeting is:
Finance and Audit Committee

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: Yes

Details of Presentation:

The critical state of homelessness for women in our community is staggering. As a charitable organization that has been serving the needs of Nanaimo's most vulnerable for more than 30 years, we at Island Crisis Care Society are extremely concerned about the changing face of poverty and homelessness in Nanaimo. With a reported 12% of our seniors living below the poverty line, compounded by the lack of affordable housing in our area, we are seeing more women over the age of 50 requiring emergency shelter and support at Samaritan House, our shelter for women. Because of this increase, on most nights, Samaritan House is operating over capacity. In fact, in August, the shelter had 111 turn-aways. And with the wintry weather upon us, those numbers will only increase. That means more women are being forced to find shelter in unsafe places, where the risk of sexual assault and other forms of trauma add to their already vulnerable situation. As more people relocate to this area and our population ages, the number of older women turning to us for support will only increase. Providing care for older women is more complex. They are usually not able to find employment that pays a living wage so are more likely to require supports for a longer time. They often have more complicated mental and physical health issues that are more time-consuming and costly to provide services for. For these women, Samaritan House is often their only option for safe shelter and hope. That's why we need to expand. The current Samaritan House is 100 years old and extremely out-dated. It can only accommodate 14 emergency beds, and 6 supportive recovery beds. It is overcrowded and in desperate need of upgrade and expansion to meet the changing mental health and age-related needs of homeless women in our community. We respectfully ask the City of Nanaimo to provide funding of \$100,000 towards the \$2 Million More Room for Hope expansion campaign. Funds will be used to renovate the current Samaritan House and expand the facility onto the empty lot we purchased beside the existing House. With this expansion, Samaritan House can more than double its current capacity. That means an increase in the number of beds, a reduction in over-crowding, and more meeting space to allow health and support workers to work privately with clients. Our goal is to also provide emergency shelter for women and their children. The current situation is extremely critical. If adequate emergency, transition and supportive housing is not made available at Samaritan House, simply put, we will have more unhealthy people living in our parks, alleyways, and empty lots. This will place added stress on our city's emergency services such as police, fire, medical clinics and hospitals. Economic impacts will also be felt on tourism, business development and in our communities. We look forward to presenting our campaign in more detail and answering your questions in person on November 20, 2017. Thank you for your consideration of this important community project.